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## ABSTRACT

The publication is presented with the purpose of providing educators easy access to current materials relevant to vocational-technical instruction and research. In the abstract section instructional materials (77 items) are followed by research materials (123 items) with the subject and author indexes providing access to both categories. The subject index descriptors are those listed in the "Thesaurus of ERIC Descriptors." The Curriculum Development Projects in Progress section contains a title by State index, summaries of three curriculum projects in progress, and a directory of curriculum coordination centers. A title by State index provides access to 84 research projects in progress funded by the Vocational Education Amendments of 1968 (Public Law 90-676), Parts C, D, and I. A State directory of research coordinating units is provided. VT numbers included are VT 102 401 to 102 600. It is noted that many of the documents announced in AIM/ARM will be available in microfiche and/or hard copy through the ERIC Document Reproduction Service. A cross reference list will be supplied in a future issue of AIM/ARM. (SA)

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MAR 6 1975

# ABSTRACTS of INSTRUCTIONAL and RESEARCH MATERIALS

## AIM / ARM

in  
Vocational  
and  
Technical  
Education

VOLUME 9  
NUMBER 1  
1976

2



THE CENTER FOR VOCATIONAL EDUCATION

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

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## MISSION OF THE CENTER

The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning and preparation. The Center fulfills its mission by

- . Generating knowledge through research
- . Developing educational programs and products
- . Evaluating individual program needs and outcomes
- . Installing educational programs and products
- . Operating information systems and services
- . Conducting leadership development and training programs

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ABSTRACTS OF INSTRUCTIONAL AND RESEARCH MATERIALS  
IN VOCATIONAL AND TECHNICAL EDUCATION

VOLUME 9, NUMBER 1

VT 102 401 - 102 600

THE CENTER FOR VOCATIONAL EDUCATION  
THE OHIO STATE UNIVERSITY  
1960 KENNY ROAD, COLUMBUS, OHIO 43210

1976

004 682

## PREFACE

Finding and using relevant information frequently is a major task for researchers, curriculum specialists, teachers, administrators, and students. The Center for Vocational Education is dedicated to making useful and vital information accessible so that educators may use it to improve school practice.

The Center assembles information relevant to the field of vocational-technical education. Through abstracts designed to present useful information about materials, the Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM) publication provides educators quick access to in-use or under-development instructional and research materials. The full text of these materials is available on microfiche or from the original source.

We are indebted to our colleagues within the profession for providing instructional and research materials as they become available. We especially appreciate the contributions of state research coordinating units, curriculum coordination centers, instructional materials laboratories, local school systems, and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association. Members of the profession are encouraged to send instructional and research materials for possible inclusion in future issues of AIM/ARM.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor  
Director  
The Center for Vocational  
Education

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# SAMPLE ABSTRACT

Accession number sequentially assigned to documents as they are processed.

Author(s).

VT 100 000

RICHARDS, F.L.

Microfiche (MF) and/or hard copy (HC) of the full text of the document will be available. The issue in which ordering numbers will be given is indicated. Documents not available in MF or HC are available from alternate sources cited.

OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.  
DEPT. OF AGRICULTURAL EDUCATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
DIV. OF ADULT, AND VOCATIONAL RESEARCH.

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Descriptors--subject terms characterizing substantive contents. Major terms preceded by asterisk.

DESCRIPTORS - \*AGRICULTURAL EDUCATION;  
\*CURRICULUM GUIDES; \*ORNAMENTAL HORTICULTURE;  
HIGH SCHOOLS; \*POST SECONDARY EDUCATION;  
LANDSCAPING; NURSERIES (HORTICULTURE); TURF  
MANAGEMENT; \*TECHNICAL EDUCATION  
IDENTIFIERS - \*PENNSYLVANIA

Identifiers--terms not found in the Thesaurus of ERIC Descriptors.

ABSTRACT - INTENDED TO SUGGEST SUBJECT MATTER CONTENT OF COURSES OR PROGRAMS IN ORNAMENTAL HORTICULTURE FOR HIGH SCHOOL AND POSTSECONDARY VOCATIONAL-TECHNICAL PROGRAMS, THIS CURRICULUM GUIDE WAS PREPARED BY STAFF MEMBERS OF THE AGRICULTURAL EDUCATION DEPARTMENT AT THE PENNSYLVANIA STATE UNIVERSITY, AND TESTED IN A WORKSHOP WITH VOCATIONAL AGRICULTURE TEACHERS. CONTENTS ARE: (1) OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE, (2) ORNAMENTAL HORTICULTURE PROGRAMS FOR GRADES 10, 11, AND 12, (3) NURSERY PRODUCTION . . . THE CONTENT IS PRESENTED IN OUTLINE FORM UNDER EACH TOPIC, AND IS APPLICABLE TO THE UNITED STATES AND LOWER CANADA. (GB)

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Title.

Organization where document originated.

Agency responsible for initiating, funding, and managing the project producing the document.

Contract (OEC) or grant (OEG) number.

Alternate source for obtaining documents.

Abstractor's initials.

## HOW TO USE AIM/ARM

This volume of Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM) has four major sections: Abstracts (Instructional and Research Materials), Subject Index, Author Index, and Projects in Progress.

- Abstracts (Instructional and Research Materials) present information about documents' authors, titles, availability, and content to help you decide if you want to read the full text of a document. A sample abstract on the opposite page identifies the various pieces of information presented in an abstract.
- Subject Index helps you locate, by subject descriptors conforming to those listed in the Thesaurus of ERIC Descriptors, abstracts of documents relevant to your information needs.
- Author Index helps you locate, by author/institution names, abstracts of documents relevant to your information needs.
- Projects in Progress announces in-progress research and curriculum development projects funded by the Vocational Education Amendments of 1968 (Public Law 90-576), Parts C, D, and I. These are indexed by state. The Curriculum subsection of Projects in Progress also includes a directory of curriculum coordination centers and the Research subsection provides a directory of state research coordinating units. Projects in Progress helps you keep aware of ongoing activities in vocational and technical education curriculum development and research.

Copies of full texts of most of the documents announced in AIM/ARM are available in microfiche and/or hard copy forms. Those documents not listed as being available - "DOCUMENT NOT AVAILABLE IN MF OR HC" - may be obtained from the listed alternate source.

To locate documents of interest to you:

- Scan the Abstracts, or
- Search the Subject Index for descriptors (subject terms) describing your interest, or
- Search the Author Index for personal and institutional (corporate) authors' names who might publish documents about your interest.

To learn about in-progress curriculum and research projects:

- Scan the abstracts, or
- Scan the title by state indexes.



## HOW TO SUBMIT MATERIALS TO AIM/ARM

If you have materials (curriculum documents, research reports, curriculum guides, etc.) which you would like to have considered for announcement in AIM/ARM, please send three (3) clear, legible copies to:

AIM/ARM  
The Center for Vocational Education  
1960 Kenny Road  
Columbus, Ohio 43210

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## ABSTRACTS

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**VT 102 401**

TRACES (THEMATIC RESOURCES AND ACTIVITIES FOR CAREER EDUCATION). CAREER EDUCATION INSTITUTE FINAL REPORT. VOLUME III.

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT 16, LEWISBURG, PA. PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. CENTRAL SUSQUEHANNA INTERMEDIATE UNIT #16, P.O. BOX 213, LEWISBURG, PENNSYLVANIA 17837. PUB DATE - ND 298P.; RELATED DOCUMENTS VT 102 481 AND VT 102 401 THROUGH VT 102 403 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION; INSTRUCTIONAL MATERIALS; \*EXPERIMENTAL CURRICULUM; \*TEACHER DEVELOPED MATERIALS; OCCUPATIONAL CLUSTERS; \*ELEMENTARY SECONDARY EDUCATION; VOCATIONAL DEVELOPMENT; \*RESOURCE GUIDES; LEARNING ACTIVITIES

ABSTRACT - EACH OF THE CURRICULUM UNITS CONTAINED IN THIS DOCUMENT WAS DEVELOPED BY TEACHER OR COUNSELOR PARTICIPANTS IN A CAREER EDUCATION CURRICULUM DEVELOPMENT AND INSERVICE PROJECT DURING THE 1973-74 SCHOOL YEAR. IN WRITING THESE UNITS, CAREER DEVELOPMENT THEORY WAS INTEGRATED WITH THE 15 CAREER CLUSTERS IDENTIFIED BY THE U.S. OFFICE OF EDUCATION. AN EVALUATION FORM, COMPLETED BY THE AUTHOR OF THE UNIT, FOLLOWS EACH TRACE THAT WAS IMPLEMENTED DURING THE SCHOOL YEAR. THESE UNIT EXAMPLES ARE NOT MEANT TO ILLUSTRATE A COMPREHENSIVE K-12 CAREER EDUCATION PROGRAM, BUT RATHER ARE IDEA RESOURCES FROM WHICH A TOTAL PROGRAM MIGHT EMERGE. (NJ)

**VT 102 402**

COMMUNITY RESOURCE GUIDE. CAREER EDUCATION INSTITUTE FINAL REPORT. VOLUME IV.

CENTRAL SUSQUEHANNA INTERMEDIATE

UNIT 16, LEWISBURG, PA. PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. CENTRAL SUSQUEHANNA INTERMEDIATE UNIT #16, P.O. BOX 213, LEWISBURG, PENNSYLVANIA 17837. PUB DATE - ND 78P.; RELATED DOCUMENTS VT 102 481 AND VT 102 401 THROUGH VT 102 403 IN THIS ISSUE.

DESCRIPTORS - \*RESOURCE GUIDES; \*CAREER EDUCATION; \*COMMUNITY RESOURCES; FIELD TRIPS; OCCUPATIONAL CLUSTERS; \*ELEMENTARY SECONDARY EDUCATION IDENTIFIERS - COLUMBIA COUNTY; PENNSYLVANIA

ABSTRACT - THIS RESOURCE GUIDE PROVIDES A REFERENCE TO CLASSROOM SPEAKERS AND FIELD TRIPS FOR CAREER EDUCATION ACTIVITIES IN THE COLUMBIA COUNTY AREA OF PENNSYLVANIA. IT IS ONE OF FIVE DOCUMENTS PRODUCED BY A CAREER EDUCATION INFORMATION SERVICES PROJECT DURING 1973-74 THAT INVOLVED TEACHERS AND COUNSELORS IN CURRICULUM DEVELOPMENT AND INSERVICE TRAINING IN THE IMPLEMENTATION OF CAREER EDUCATION. THE ALPHABETIZED RESOURCES ARE INDEXED ACCORDING TO THE 15 CAREER CLUSTERS IDENTIFIED BY THE U.S. OFFICE OF EDUCATION. (NJ)

**VT 102 403**

ELEMENTARY RESOURCE BOOKLET. CAREER EDUCATION INSTITUTE FINAL REPORT. VOLUME V.

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT 16, LEWISBURG, PA. PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. CENTRAL SUSQUEHANNA INTERMEDIATE UNIT #16, P.O. BOX 213, LEWISBURG, PENNSYLVANIA 17837. PUB DATE - ND 135P.; RELATED DOCUMENTS VT 102 481 AND VT 102 401 THROUGH VT 102 403 IN THIS

## ISSUE.

DESCRIPTORS - ELEMENTARY EDUCATION;  
\*CAREER EDUCATION; \*RESOURCE  
GUIDES; OCCUPATIONAL CLUSTERS;  
\*TEACHER DEVELOPED MATERIALS;  
\*OCCUPATIONAL INFORMATION; \*GRADE 3

ABSTRACT - THIS RESOURCE BOOKLET  
CONTAINS INFORMATION ON 130  
DIFFERENT CAREERS WRITTEN FOR  
ELEMENTARY STUDENTS AT A THIRD  
GRADE READING LEVEL. IT IS ONE OF  
FIVE DOCUMENTS THAT RESULTED FROM A  
CAREER EDUCATION SERVICES PROJECT  
THAT INVOLVED TEACHERS AND  
COUNSELORS IN A CURRICULUM  
DEVELOPMENT AND INSERVICE TRAINING  
PROGRAM DURING 1973-74. THE CAREERS  
ARE ARRANGED AND COLOR CODED  
ACCORDING TO THE 15 CAREER CLUSTERS  
IDENTIFIED BY THE U.S. OFFICE OF  
EDUCATION. FOR EACH CAREER  
INCLUDED, INFORMATION IS PROVIDED  
ABOUT WHAT THE WORKER DOES, AND  
ABOUT THE QUALIFICATIONS AND SKILLS  
REQUIRED FOR THE JOB. (NJ)

VT 102 404  
CAREER EDUCATION CURRICULUM  
MATERIALS RESOURCE GUIDE.

REGIONAL EDUCATION SERVICE AGENCY,  
REGION V, PARKERSBURG, W. VA.  
WEST VIRGINIA STATE DEPT. OF  
EDUCATION, CHARLESTON. BUREAU OF  
VOCATIONAL, TECHNICAL, AND ADULT  
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(DHEW), WASHINGTON, D.C.  
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DESCRIPTORS - \*CAREER EDUCATION;  
\*RESOURCE GUIDES; \*CURRICULUM  
DEVELOPMENT; ADMINISTRATOR GUIDES;  
TEACHING GUIDES; ELEMENTARY GRADES;  
SECONDARY GRADES; \*REGIONAL  
PROGRAMS; ELEMENTARY SECONDARY  
EDUCATION; \*INTEGRATED CURRICULUM  
IDENTIFIERS - WEST VIRGINIA

ABSTRACT - A MAJOR THRUST OF THE  
REGIONAL EDUCATION SERVICE AGENCY  
(RESA) V CAREER EDUCATION PROJECT  
HAS BEEN THE DEVELOPMENT AND FIELD  
TESTING OF CURRICULUM MATERIALS  
WHICH CAN BE ADAPTED OR ADOPTED FOR

USE IN THE CLASSROOM SETTING. THE  
PROJECT BEGAN OPERATIONS ON JULY 1,  
1973 AND WILL BE CONCLUDED JUNE 30,  
1976. THIS DOCUMENT REPRESENTS THE  
EFFORTS OF REGION V PROFESSIONAL  
PERSONNEL--TEACHERS, COUNSELORS,  
AND ADMINISTRATORS--IN DEVELOPING A  
CURRICULUM INTEGRATING CAREER  
EDUCATION WITH TRADITIONAL SCHOOL  
SUBJECTS. THESE MATERIALS REPRESENT  
A SUPPLEMENTAL GUIDE FOR A  
COMPREHENSIVE APPROACH TO CAREER  
EDUCATION THAT INCLUDES INSERVICE  
DESIGNS, GUIDE FOR ADMINISTRATORS,  
TEACHING MODULES, AND GROUP  
COUNSELING SESSIONS. SUGGESTIONS  
FOR INTEGRATION OF SCHOOL AND  
COMMUNITY RESOURCES ARE MET THROUGH  
UTILIZATION OF RESOURCE SPEAKERS  
AND TOURS OF LOCAL INSTITUTIONS.  
TEACHING MODULES ARE INCLUDED FOR  
PRIMARY, INTERMEDIATE, JUNIOR HIGH,  
AND SENIOR HIGH SCHOOL LEVELS. A  
GROUP GUIDANCE UNIT IS ALSO  
INCLUDED. (AUTHOR/NJ)

VT 102 405  
CAREERS IN CONSTRUCTION.  
CONSTRUCTION INDUSTRY SERIES.  
EXPLORATION LEVEL-INSTRUCTOR'S  
GUIDE.

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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DOCUMENTS VT 102 405 THROUGH VT 102  
419 AND VT 102 485 IN THIS ISSUE.

DESCRIPTORS - \*BUILDING TRADES;  
\*CAREER EDUCATION; \*HIGH SCHOOL  
CURRICULUM; \*TEACHING GUIDES;  
MASONRY; ELECTRICAL OCCUPATIONS;  
METAL WORKING OCCUPATIONS;  
MANAGERIAL OCCUPATIONS; ENGINEERING  
TECHNICIANS; ENGINEERING GRAPHICS;  
FINISHING; WOODWORKING; EQUIPMENT;  
SECONDARY EDUCATION

ABSTRACT - THE PURPOSE OF THIS  
INSTRUCTOR'S GUIDE IS TO PRESENT  
SUGGESTED ACTIVITIES USEFUL DURING

THE EXPLORATION LEVEL OF A PROGRAM IN CONSTRUCTION FOR GRADES 9-12. THE EXPLORATION PROGRAM IS INTENDED TO OFFER THE STUDENT A NUMBER OF EXPERIENCES AND SPECIFIC CAREER INFORMATION CONCERNING THE FIELD OF CONSTRUCTION. GIVEN PROPER WORK EXPERIENCES, SUPPORTED BY OCCUPATIONAL AND CAREER INFORMATION, THE STUDENT MAY DECIDE EITHER TO GO ON TO A CHOSEN PREPARATION CLASS IN CONSTRUCTION OR TO EXPLORE ADDITIONAL CAREER AREAS IN A FIELD OTHER THAN CONSTRUCTION. STUDENTS SHOULD BE GIVEN EVERY OPPORTUNITY TO WORK WITH REAL TOOLS AND THE ACTUAL MATERIALS USED IN CONSTRUCTION. THIS GUIDE INTRODUCES THE TOPICS OF THE SIX PREPARATION-LEVEL GUIDES IN THE SERIES (WOOD; FINISHING; ENGINEERING, SUPPORT AND MANAGEMENT SERVICES; METAL; ELECTRICITY; AND MASONRY), AND ALSO INCLUDES A UNIT DEALING WITH HEAVY EQUIPMENT. EACH OF THE UNITS HAS AN OVERALL OBJECTIVE AND SOURCES OF INFORMATION. SUBOBJECTIVES FOLLOW, EACH WITH SUGGESTED ACTIVITIES. APPENDED ARE A SUGGESTED TOOL AND EQUIPMENT LIST FOR EXPLORATION CLASSES AND A SAMPLE LESSON PLAN. THIS DOCUMENT SHOULD BE USED IN CONJUNCTION WITH THE STUDENT MANUAL FOR CAREERS IN CONSTRUCTION (VT 102 406 IN THIS ISSUE). (AUTHOR/LJ)

**VT 102 406**  
CAREERS IN CONSTRUCTION.  
CONSTRUCTION INDUSTRY SERIES.  
EXPLORATION LEVEL-STUDENT MANUAL.

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION (DHEW),  
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\*HIGH SCHOOL CURRICULUM; \*CAREER  
EDUCATION; \*STUDY GUIDES; MASONRY;

ELECTRICAL OCCUPATIONS; METAL  
WORKING OCCUPATIONS; MANAGERIAL  
OCCUPATIONS; ENGINEERING  
TECHNICIANS; ENGINEERING GRAPHICS;  
FINISHING; WOODWORKING; EQUIPMENT;  
SECONDARY EDUCATION

**ABSTRACT - THIS STUDENT MANUAL FOR CAREERS IN THE CONSTRUCTION INDUSTRY PRESENTS EXPLORATORY-LEVEL INFORMATION FOR HIGH SCHOOL STUDENTS. THE FIELD OF CONSTRUCTION COMPRISES SEVEN MAJOR GROUPS WHICH ARE PRESENTED IN THE MANUAL AS THE UNITS: INTRODUCTION TO CAREERS IN CARPENTRY; FINISHING; ENGINEERING, SUPPORT AND MANAGEMENT SERVICES; HEAVY EQUIPMENT; METAL WORKING; ELECTRICITY; AND MASONRY. THE UNITS DESCRIBE THE VARIOUS JOBS INCLUDED IN EACH MAJOR AREA. THIS DOCUMENT SHOULD BE USED IN CONJUNCTION WITH THE INSTRUCTOR'S GUIDE FOR CAREERS IN CONSTRUCTION. (VT 102 405 IN THIS ISSUE). (LJ)**

**VT 102 407**  
WOOD. CONSTRUCTION INDUSTRY SERIES.  
PREPARATION LEVEL-INSTRUCTOR'S  
GUIDE.

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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419 AND VT 102 485 IN THIS ISSUE.

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\*CAREER EDUCATION; \*HIGH SCHOOL  
CURRICULUM; \*TEACHING GUIDES;  
\*WOODWORKING; ENTRY WORKERS;  
SECONDARY EDUCATION

**ABSTRACT - THE PURPOSE OF THIS INSTRUCTOR'S GUIDE IS TO OUTLINE A SERIES OF TRAINING EXPERIENCES RELATED TO WORKING WITH WOOD THAT CAN LEAD A STUDENT TO AT LEAST ENTRY-LEVEL JOB PROFICIENCY. THE GUIDE IS DIVIDED INTO SEVERAL TEACHING UNITS, EACH WITH AN**

OVERALL OBJECTIVE. THERE ARE FURTHER DIVISIONS LISTING SUBOBJECTIVES WHICH, WHEN SUCCESSFULLY COMPLETED BY THE STUDENT, WILL SATISFY THE OVERALL OBJECTIVE FOR A SPECIFIC UNIT. SUGGESTED ACTIVITIES ARE LISTED UNDER THE SUBOBJECTIVES AND ARE SUPPORTED BY A NUMBER OF TEXTS. SOURCES OF INFORMATION AND AN OUTLINE OF "ACADEMIC RELATED THEORY AND INFORMATION" ARE ALSO INCLUDED IN EACH UNIT. UNIT TITLES FOR THIS GUIDE ARE: FORMING, FRAMING, TRIMMING AND SIDING, FLOORING, AND ROOFING. THIS DOCUMENT SHOULD BE USED IN CONJUNCTION WITH THE STUDENT MANUAL FOR WOOD (VT 102 408 IN THIS ISSUE). (AUTHOR/LJ)

**VT 102 408**  
WOOD. CONSTRUCTION INDUSTRY SERIES.  
PREPARATION LEVEL-STUDENT MANUAL.

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION (DHEW),  
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\*CAREER EDUCATION; \*HIGH SCHOOL  
CURRICULUM; \*WOODWORKING; \*STUDY  
GUIDES; SUPPLEMENTARY TEXTBOOKS;  
SECONDARY EDUCATION

ABSTRACT - THIS STUDENT RESOURCE  
MANUAL FOR CAREERS IN WOODWORKING  
IS INTENDED TO SERVE AS A  
SUPPLEMENTAL TEXT AND INFORMATION  
MANUAL. IT IS DESIGNED AND WRITTEN  
FOR STUDENT USE AND IS STRUCTURED  
TO COMPLEMENT THE INSTRUCTOR'S  
GUIDE FOR WOOD (VT 102 407 IN THIS  
ISSUE). UNIT TITLES ARE: FORM  
CARPENTRY, FRAME CARPENTRY,  
ROOFING, FLOORING, TRIM CARPENTRY,  
SAFETY, AFTER GRADUATION, AND TOOLS  
AND EQUIPMENT. THE JOB ITSELF AND  
THE TASKS INVOLVED IN DOING THAT  
JOB ARE DISCUSSED IN EACH UNIT. A

GLOSSARY IS ALSO INCLUDED AND  
RESOURCES ARE LISTED IN THE  
APPENDIX. (AUTHOR/LJ)

**VT 102 409**  
FINISHING. CONSTRUCTION INDUSTRY  
SERIES. PREPARATION LEVEL-  
INSTRUCTOR'S GUIDE.

TEXAS EDUCATION AGENCY, AUSTIN.  
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\*CAREER EDUCATION; \*HIGH SCHOOL  
CURRICULUM; \*TEACHING GUIDES; ENTRY  
WORKERS; \*FINISHING; SECONDARY  
EDUCATION

ABSTRACT - THE PURPOSE OF THIS  
INSTRUCTOR'S GUIDE IS TO OUTLINE A  
SERIES OF TRAINING EXPERIENCES  
RELATED TO OCCUPATIONS IN FINISHING  
THAT CAN LEAD A STUDENT TO AT LEAST  
ENTRY-LEVEL JOB PROFICIENCY. THE  
GUIDE IS DIVIDED INTO SEVERAL  
TEACHING UNITS, EACH WITH AN  
OVERALL OBJECTIVE. THERE ARE  
FURTHER DIVISIONS LISTING  
SUBOBJECTIVES WHICH, WHEN  
SUCCESSFULLY COMPLETED BY THE  
STUDENT, WILL SATISFY THE OVERALL  
OBJECTIVE FOR A SPECIFIC UNIT.  
SUGGESTED ACTIVITIES ARE LISTED  
UNDER THE SUBOBJECTIVES AND ARE  
SUPPORTED BY A NUMBER OF TEXTS.  
SOURCES OF INFORMATION AND AN  
OUTLINE OF "ACADEMIC RELATED THEORY  
AND INFORMATION" ARE ALSO INCLUDED  
IN EACH UNIT. UNIT TITLES FOR THIS  
GUIDE ARE: INSULATING, DRYWALL,  
PAINTING AND WALLCOVERING, GLASS  
AND GLAZING, FLOOR COVERING, AND  
LANDSCAPING. APPENDED IS A SAMPLE  
LESSON PLAN. THIS DOCUMENT SHOULD  
BE USED IN CONJUNCTION WITH THE  
STUDENT MANUAL FOR FINISHING (VT  
102 410 IN THIS ISSUE). (AUTHOR/LJ)



**VT 102 410**

**FINISHING. CONSTRUCTION INDUSTRY SERIES. PREPARATION LEVEL-STUDENT MANUAL.**

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
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NUMBER 017-080-01455-6)  
PUB DATE - 75 132P.; RELATED  
DOCUMENTS VT 102 405 THROUGH VT 102  
419 AND VT 102 485 IN THIS ISSUE.

**DESCRIPTORS** - \*BUILDING TRADES;  
\*FINISHING; \*HIGH SCHOOL  
CURRICULUM; \*STUDY GUIDES; \*CAREER  
EDUCATION; SUPPLEMENTARY TEXTBOOKS;  
EQUIPMENT; SECONDARY EDUCATION

**ABSTRACT** - THIS STUDENT RESOURCE  
MANUAL FOR CAREERS IN FINISHING, IS  
INTENDED TO SERVE AS A SUPPLEMENTAL  
TEXT AND INFORMATION MANUAL. IT IS  
DESIGNED AND WRITTEN FOR STUDENT  
USE AND IS STRUCTURED TO COMPLEMENT  
THE INSTRUCTOR'S GUIDE FOR  
FINISHING (VT 102 409 IN THIS  
ISSUE). FINISHING CONSTITUTES SIX  
MAJOR OCCUPATIONAL AREAS, EACH OF  
WHICH IS COVERED IN A SEPARATE  
UNIT. THE UNIT TITLES ARE:  
INSULATION, DRYWALL, PAINTING AND  
WALLCOVERING, GLASS AND GLAZING,  
FLOOR COVERING, AND LANDSCAPING.  
EACH UNIT COVERS THE TASKS,  
MATERIALS, TOOLS AND EQUIPMENT, AND  
SAFETY CONSIDERATIONS RELATED TO  
EACH OCCUPATION. JOB INFORMATION, A  
GLOSSARY, AND SOURCES OF  
INFORMATION ARE ALSO PART OF EACH  
UNIT. (AUTHOR/LJ)

**VT 102 411**

**ENGINEERING. SUPPORT AND MANAGEMENT  
SERVICES. CONSTRUCTION INDUSTRY  
SERIES. PREPARATION LEVEL-  
INSTRUCTOR'S GUIDE.**

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.

SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402. (STOCK  
NUMBER 017-080-01451-3)  
PUB DATE - 75 269P.; RELATED  
DOCUMENTS VT 102 405 THROUGH VT 102  
419 AND VT 102 485 IN THIS ISSUE.

**DESCRIPTORS** - \*BUILDING TRADES;  
\*CAREER EDUCATION; \*HIGH SCHOOL  
CURRICULUM; \*TEACHING GUIDES; ENTRY  
WORKERS; MANAGERIAL OCCUPATIONS;  
ENGINEERING TECHNICIANS;  
ENGINEERING GRAPHICS; SECONDARY  
EDUCATION

**ABSTRACT** - THE PURPOSE OF THIS  
INSTRUCTOR'S GUIDE IS TO OUTLINE A  
SERIES OF TRAINING EXPERIENCES  
RELATED TO ENGINEERING, SUPPORT AND  
MANAGEMENT SERVICES OCCUPATIONS  
THAT CAN LEAD A STUDENT TO AT LEAST  
ENTRY-LEVEL JOB PROFICIENCY. THE  
GUIDE IS DIVIDED INTO SEVERAL  
TEACHING UNITS, EACH WITH AN  
OVERALL OBJECTIVE. THERE ARE  
FURTHER DIVISIONS LISTING  
SUBOBJECTIVES WHICH, WHEN  
SUCCESSFULLY COMPLETED BY THE  
STUDENT, WILL SATISFY THE OVERALL  
OBJECTIVE FOR A SPECIFIC UNIT.  
SUGGESTED ACTIVITIES ARE LISTED  
UNDER THE SUBOBJECTIVES AND ARE  
SUPPORTED BY A NUMBER OF TEXTS.  
SOURCES OF INFORMATION AND AN  
OUTLINE OF "ACADEMIC RELATED THEORY  
AND INFORMATION" ARE ALSO INCLUDED  
IN EACH UNIT. UNIT TITLES FOR THIS  
GUIDE ARE: CONSTRUCTION DRAFTING,  
ARCHITECTURAL DRAWING, ENGINEERING  
DRAFTING, ESTIMATING, EXPEDITING  
AND SCHEDULING, SURVEYING, TESTING  
AND INSPECTING, MATERIAL  
DISTRIBUTION, AND BLUEPRINT  
READING. APPENDED IS A SAMPLE  
LESSON PLAN. THIS DOCUMENT SHOULD  
BE USED IN CONJUNCTION WITH THE  
STUDENT MANUAL FOR ENGINEERING,  
SUPPORT AND MANAGEMENT SERVICES (VT  
102 412 IN THIS ISSUE). (AUTHOR/LJ)

**VT 102 412**

**ENGINEERING. SUPPORT AND MANAGEMENT  
SERVICES. CONSTRUCTION INDUSTRY  
SERIES. PREPARATION LEVEL-STUDENT  
MANUAL.**

TEXAS EDUCATION AGENCY, AUSTIN.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402. (STOCK  
NUMBER 017-080-01454-8)  
PUB DATE - 75 123P.; RELATED  
DOCUMENTS VT 102 405 THROUGH VT 102  
419 AND VT 102 485 IN THIS ISSUE.

DESCRIPTORS - \*BUILDING TRADES;  
\*HIGH SCHOOL CURRICULUM; \*STUDY  
GUIDES; ENGINEERING TECHNICIANS;  
MANAGERIAL OCCUPATIONS; ENGINEERING  
GRAPHICS; \*CAREER EDUCATION;  
SUPPLEMENTARY TEXTBOOKS; SECONDARY  
EDUCATION

ABSTRACT - THIS STUDENT RESOURCE  
MANUAL FOR CAREERS IN ENGINEERING,  
SUPPORT AND MANAGEMENT SERVICES IS  
INTENDED TO SERVE AS A SUPPLEMENTAL  
TEXT AND INFORMATION MANUAL. IT IS  
DESIGNED AND WRITTEN FOR STUDENT  
USE AND IS STRUCTURED TO COMPLEMENT  
THE INSTRUCTOR'S GUIDE FOR  
ENGINEERING, SUPPORT AND MANAGEMENT  
SERVICES (VT 102 411 IN THIS  
ISSUE). THE UNIT TITLES FOR THIS  
MANUAL ARE: ENGINEERING, SUPPORT  
AND MANAGEMENT SERVICES--DRAFTING;  
MATHEMATICS; ENGINEERING DRAFTING;  
ARCHITECTURAL DRAWING; ESTIMATING;  
EXPEDITING; SURVEYING; TESTING AND  
INSPECTING; AND MARKETING  
FUNCTIONS. EACH UNIT COVERS TASKS,  
MATERIALS, AND COMPETENCIES FOR  
EACH OCCUPATION. SOME UNITS ALSO  
INCLUDE A GLOSSARY AND LIST OF  
SOURCES. (AUTHOR/LJ)

VT 102 413  
METAL. CONSTRUCTION INDUSTRY  
SERIES. PREPARATION LEVEL-  
INSTRUCTOR'S GUIDE.

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION, (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
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PUB DATE - 75 259P.; RELATED

DOCUMENTS VT 102 405 THROUGH VT 102  
419 AND VT 102 485 IN THIS ISSUE.

DESCRIPTORS - \*BUILDING TRADES;  
\*CAREER EDUCATION; \*HIGH SCHOOL  
CURRICULUM; \*TEACHING GUIDES;  
\*METAL WORKING OCCUPATIONS; ENTRY  
WORKERS; SECONDARY EDUCATION

ABSTRACT - THE PURPOSE OF THIS  
INSTRUCTOR'S GUIDE IS TO OUTLINE A  
SERIES OF TRAINING EXPERIENCES  
RELATED TO WORKING WITH METAL THAT  
CAN LEAD A STUDENT TO AT LEAST  
ENTRY-LEVEL JOB PROFICIENCY. THE  
GUIDE IS DIVIDED INTO SEVERAL  
TEACHING UNITS, EACH WITH AN  
OVERALL OBJECTIVE. THERE ARE  
FURTHER DIVISIONS LISTING  
SUBOBJECTIVES WHICH, WHEN  
SUCCESSFULLY COMPLETED BY THE  
STUDENT, WILL SATISFY THE OVERALL  
OBJECTIVE FOR A SPECIFIC UNIT.  
SUGGESTED ACTIVITIES ARE LISTED  
UNDER THE SUBOBJECTIVES AND ARE  
SUPPORTED BY A NUMBER OF TEXTS.  
SOURCES OF INFORMATION AND AN  
OUTLINE OF "ACADEMIC RELATED THEORY  
AND INFORMATION" ARE ALSO INCLUDED  
IN EACH UNIT. UNIT TITLES FOR THIS  
GUIDE ARE: WELDING, SHEET METAL,  
PLUMBING, PIPEFITTING, AIR  
CONDITIONING AND HEATING, AND  
MILLWRIGHTING AND INDUSTRIAL  
MECHANICS. APPENDED IS A SAMPLE  
LESSON PLAN. THIS DOCUMENT SHOULD  
BE USED IN CONJUNCTION WITH THE  
STUDENT MANUAL FOR METAL (VT 102  
414 IN THIS ISSUE). (AUTHOR/LJ)

VT 102 414  
METAL. CONSTRUCTION INDUSTRY  
SERIES. PREPARATION LEVEL-STUDENT  
MANUAL.

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
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DOCUMENTS VT 102 405 THROUGH VT 102  
419 AND VT 102 485 IN THIS ISSUE.

DESCRIPTORS - \*BUILDING TRADES;  
\*HIGH SCHOOL CURRICULUM; \*STUDY  
GUIDES; \*METAL WORKING OCCUPATIONS;  
\*CAREER EDUCATION; SUPPLEMENTARY  
TEXTBOOKS; SECONDARY EDUCATION

ABSTRACT - THIS STUDENT RESOURCE  
MANUAL FOR CAREERS IN METAL WORKING  
IS INTENDED TO SERVE AS A  
SUPPLEMENTAL TEXT AND INFORMATION  
MANUAL. IT IS DESIGNED AND WRITTEN  
FOR STUDENT USE AND IS STRUCTURED  
TO COMPLEMENT THE INSTRUCTOR'S  
GUIDE FOR METAL (VT 102 413 IN THIS  
ISSUE). THE UNIT TITLES FOR THIS  
MANUAL ARE: METAL, WELDING, SHEET  
METAL, PLUMBING, PIPEFITTING, AIR  
CONDITIONING AND REFRIGERATION, AND  
MILLWRITING. EACH UNIT DESCRIBES  
THE INDIVIDUAL OCCUPATION AND A  
GLOSSARY AND LIST OF SOURCES  
ACCOMPANY EACH UNIT. (AUTHOR/LJ)

VT 102 415  
ELECTRICITY. CONSTRUCTION INDUSTRY  
SERIES. PREPARATION LEVEL-  
INSTRUCTOR'S GUIDE.

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402. (STOCK  
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PUB DATE - 75 166P.; RELATED  
DOCUMENTS VT 102 405 THROUGH VT 102  
419 AND VT 102 485 IN THIS ISSUE.

DESCRIPTORS - \*BUILDING TRADES;  
\*CAREER EDUCATION; \*HIGH SCHOOL  
CURRICULUM; \*TEACHING GUIDES;  
\*ELECTRICAL OCCUPATIONS; ENTRY  
WORKERS; SECONDARY EDUCATION

ABSTRACT - THE PURPOSE OF THIS  
INSTRUCTOR'S GUIDE IS TO OUTLINE A  
SERIES OF TRAINING EXPERIENCES  
RELATED TO OCCUPATIONS IN  
ELECTRICITY THAT CAN LEAD A STUDENT  
TO AT LEAST ENTRY-LEVEL JOB  
PROFICIENCY. THE GUIDE IS DIVIDED  
INTO SEVERAL TEACHING UNITS, EACH  
WITH AN OVERALL OBJECTIVE. THERE  
ARE FURTHER DIVISIONS LISTING  
SUBOBJECTIVES WHICH, WHEN

SUCCESSFULLY COMPLETED BY THE  
STUDENT, WILL SATISFY THE OVERALL  
OBJECTIVE FOR A SPECIFIC UNIT.  
SUGGESTED ACTIVITIES ARE LISTED  
UNDER THE SUBOBJECTIVES AND ARE  
SUPPORTED BY A NUMBER OF TEXTS.  
SOURCES OF INFORMATION AND AN  
OUTLINE OF "ACADEMIC RELATED THEORY  
AND INFORMATION" ARE ALSO INCLUDED  
IN EACH UNIT. UNIT TITLES FOR THIS  
GUIDE ARE: RESIDENTIAL WIRING,  
COMMERCIAL WIRING, AND INDUSTRIAL  
WIRING. APPENDED IS A SAMPLE LESSON  
PLAN. THIS DOCUMENT SHOULD BE USED  
IN CONJUNCTION WITH THE STUDENT  
MANUAL FOR ELECTRICITY (VT 102 416  
IN THIS ISSUE). (AUTHOR/LJ)

VT 102 416  
ELECTRICITY. CONSTRUCTION INDUSTRY  
SERIES. PREPARATION LEVEL-STUDENT  
MANUAL.

TEXAS EDUCATION AGENCY, AUSTIN.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
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NUMBER 017-080-01421-1)  
PUB DATE - 75 59P.; RELATED  
DOCUMENTS VT 102 405 THROUGH VT 102  
419 AND VT 102 485 IN THIS ISSUE.

DESCRIPTORS - \*BUILDING TRADES;  
\*HIGH SCHOOL CURRICULUM; \*STUDY  
GUIDES; \*ELECTRICAL OCCUPATIONS;  
\*CAREER EDUCATION; SUPPLEMENTARY  
TEXTBOOKS; SECONDARY EDUCATION

ABSTRACT - THIS STUDENT RESOURCE  
MANUAL FOR CAREERS IN ELECTRICITY  
IS INTENDED TO SERVE AS A  
SUPPLEMENTAL TEXT AND INFORMATION  
MANUAL. IT IS DESIGNED AND WRITTEN  
FOR STUDENT USE AND IS STRUCTURED  
TO COMPLEMENT THE INSTRUCTOR'S  
GUIDE FOR ELECTRICITY (VT 102 415  
IN THIS ISSUE). THE UNIT TITLES FOR  
THIS MANUAL ARE: RESIDENTIAL  
WIRING, COMMERCIAL WIRING,  
INDUSTRIAL WIRING, SAFETY, AND  
AFTER GRADUATION. DESCRIBED IN THE  
THREE UNITS ABOUT WIRING ARE  
SITUATIONS AND CONCEPTS ENCOUNTERED  
ON THE JOB. A GLOSSARY AND LISTS OF

RESOURCE MATERIALS ARE ALSO INCLUDED. (AUTHOR/LJ)

**VT 102 417**

MASONRY. CONSTRUCTION INDUSTRY SERIES. PREPARATION LEVEL-INSTRUCTOR'S GUIDE.

TEXAS EDUCATION AGENCY, AUSTIN. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (STOCK NUMBER 017-080-01452-1) PUB DATE - 75 129P.; RELATED DOCUMENTS VT 102 405 THROUGH VT 102 419 AND VT 102 485 IN THIS ISSUE.

DESCRIPTORS - \*BUILDING TRADES; \*CAREER EDUCATION; \*HIGH SCHOOL CURRICULUM; \*TEACHING GUIDES; \*MASONRY; ENTRY WORKERS; SECONDARY EDUCATION

ABSTRACT - THE PURPOSE OF THIS INSTRUCTOR'S GUIDE IS TO OUTLINE A SERIES OF TRAINING EXPERIENCES RELATED TO MASONRY THAT CAN LEAD A STUDENT TO AT LEAST ENTRY-LEVEL JOB PROFICIENCY. THE GUIDE IS DIVIDED INTO SEVERAL TEACHING UNITS, EACH WITH AN OVERALL OBJECTIVE. THERE ARE FURTHER DIVISIONS LISTING SUBOBJECTIVES WHICH, WHEN SUCCESSFULLY COMPLETED BY THE STUDENT, WILL SATISFY THE OVERALL OBJECTIVE FOR A SPECIFIC UNIT. SUGGESTED ACTIVITIES ARE LISTED UNDER THE SUBOBJECTIVES AND ARE SUPPORTED BY A NUMBER OF TEXTS. SOURCES OF INFORMATION AND AN OUTLINE OF "ACADEMIC RELATED THEORY AND INFORMATION" ARE ALSO INCLUDED IN EACH UNIT. UNIT TITLES FOR THIS GUIDE ARE: CONCRETE WORKING, BRICK AND BLOCK LAYING, PLASTERING, AND TILE AND TERRAZZO WORKING. APPENDED IS A SAMPLE LESSON PLAN. THIS DOCUMENT SHOULD BE USED IN CONJUNCTION WITH THE STUDENT MANUAL FOR MASONRY (VT 102 418 IN THIS ISSUE). (AUTHOR/LJ)

**VT 102 418**

MASONRY. CONSTRUCTION INDUSTRY

SERIES. PREPARATION LEVEL-STUDENT MANUAL.

TEXAS EDUCATION AGENCY, AUSTIN. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (STOCK NUMBER 017-080-01420-3) PUB DATE - 75 70P.; RELATED DOCUMENTS VT 102 405 THROUGH VT 102 419 AND VT 102 485 IN THIS ISSUE.

DESCRIPTORS - \*BUILDING TRADES; \*HIGH SCHOOL CURRICULUM; \*STUDY GUIDES; \*MASONRY; \*CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; EQUIPMENT; SECONDARY EDUCATION

ABSTRACT - THIS STUDENT RESOURCE MANUAL FOR CAREERS IN MASONRY IS INTENDED TO SERVE AS A SUPPLEMENTAL TEXT AND INFORMATION MANUAL. IT IS DESIGNED AND WRITTEN FOR STUDENT USE AND IS STRUCTURED TO COMPLEMENT THE INSTRUCTOR'S GUIDE FOR MASONRY (VT 102 417 IN THIS ISSUE). THE UNIT TITLES FOR THIS MANUAL ARE: BRICK AND BLOCK LAYING, CONCRETE MASONRY, PLASTERING, AND MARBLE SETTING, TILESETTING, AND TERRAZZO WORKING. THE TOPIC OF SAFETY IS ALSO COVERED, AND ADDITIONAL INFORMATION ABOUT GOING DIRECTLY TO WORK AFTER HIGH SCHOOL VERSUS OBTAINING FURTHER EDUCATION IS PRESENTED. A LIST OF TOOLS AND EQUIPMENT, A GLOSSARY, AND A LIST OF RESOURCES COMPLETE THIS DOCUMENT. (AUTHOR/LJ)

**VT 102 419**

ARTICULATION GUIDE. CONSTRUCTION INDUSTRY SERIES.

TEXAS EDUCATION AGENCY, AUSTIN. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (STOCK NUMBER 017-080-01417-3) PUB DATE - 75 8P.; RELATED



DOCUMENTS VT 102 405 THROUGH VT 102 419 AND VT 102 485 IN THIS ISSUE.

DESCRIPTORS - \*BUILDING TRADES;  
\*POST SECONDARY EDUCATION;  
\*ARTICULATION (PROGRAM); HIGH  
SCHOOL CURRICULUM; \*SECONDARY  
EDUCATION; \*INTEGRATED CURRICULUM;  
COMMUNICATION (THOUGHT TRANSFER)

ABSTRACT - THIS ARTICULATION GUIDE POINTS OUT THE NEED TO REINFORCE THE CHANNELS OF COMMUNICATION AMONG AND BETWEEN SEGMENTS OF THE EDUCATIONAL AND TRAINING SYSTEM. THE PRIMARY CONCERN OF THIS PAMPHLET IS TO BRIDGE SECONDARY AND POSTSECONDARY CONSTRUCTION PROGRAMS AND OTHER RELATED AREAS. THE GREATEST SINGLE PROBLEM AREA IN NEED OF ARTICULATION IS IDENTIFIED AS RELATING TO CURRICULUM. SUGGESTIONS ARE MADE REGARDING WAYS TO INTEGRATE THE VARIOUS CURRICULUMS AND THE AREAS OF COOPERATION NEEDED TO ACHIEVE GREATER ARTICULATION. THE NEED FOR THE ROLE OF GUIDANCE COUNSELOR TO INCLUDE ARTICULATION ACTIVITIES IS STRESSED AS WELL AS THE USEFULNESS OF AN ADVISORY COMMITTEE TO AID IN THIS FUNCTION. (LJ)

VT 102 420  
EDUCATIONAL MEDIA TECHNICIAN. A  
SUGGESTED TWO-YEAR POST HIGH SCHOOL  
CURRICULUM.

STATE UNIV. OF NEW YORK, ALFRED.  
AGRICULTURAL AND TECHNICAL COLL.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
DEC-0-70-4507; OEG-0-72-4683

3

SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402  
PUB DATE - 75 137P.

DESCRIPTORS - \*MEDIA SPECIALISTS;  
\*MEDIA TECHNOLOGY; \*POST SECONDARY  
EDUCATION; \*CURRICULUM; \*COURSE  
DESCRIPTIONS; JUNIOR HIGH SCHOOLS

ABSTRACT - THIS GUIDE PROVIDES A  
CURRICULUM PLAN FOR A POSTSECONDARY

LEVEL EDUCATIONAL MEDIA TECHNICIAN  
PROGRAM. THE PROGRAM IS MEDIA  
PRODUCTION ORIENTED COUPLED WITH  
GENERALIST TRAINING. PROVIDED AS  
PART OF THE SUGGESTED CURRICULUM  
PLAN ARE COURSE OUTLINES  
ACCOMPANIED BY TESTS, REFERENCES,  
AND SOURCES OF RELATED MEDIA;  
LABORATORY LAYOUTS COMPLETE WITH  
EQUIPMENT RECOMMENDATIONS AND  
COSTS; FACULTY AND STUDENTS  
SERVICES; AND A SELECTED LIST OF  
PROFESSIONAL AND TECHNICAL  
SOCIETIES CONCERNED WITH THE  
TECHNOLOGY. A BIBLIOGRAPHY IS ALSO  
INCLUDED. (AUTHOR/LJ)

VT 102 421  
KONDRAS, ROBERT  
THE WORLD OF RETAILING.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB-0011  
VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS-THE STATE  
UNIVERSITY, BUILDING 4103 - KILMER  
CAMPUS, NEW BRUNSWICK, NEW JERSEY  
08903. (\$2.00 EA.)  
PUB DATE - JUN75 128P.; RELATED  
DOCUMENTS VT 102 421, VT 102 433,  
VT 102 434, VT 102 443 THROUGH VT  
102 451, AND VT 102 460 IN THIS  
ISSUE.

DESCRIPTORS - \*RETAILING;  
\*MERCHANDISING; SALESMANSHIP;  
\*RECORDKEEPING; \*CONSUMER  
EDUCATION; \*TEACHING GUIDES; JUNIOR  
HIGH SCHOOL STUDENTS  
IDENTIFIERS - \*SCHOOL STORES

ABSTRACT - DESIGNED TO INTRODUCE  
THE WORLD OF RETAILING TO JUNIOR  
HIGH SCHOOL STUDENTS, THIS COURSE  
ENCOMPASSES THREE DIFFERENT  
ACTIVITIES: CONSUMER KNOWLEDGE,  
SELLING, AND ESTABLISHING A SCHOOL  
STORE. MANY OF THE IDEAS HAVE BEEN  
USED WITH STUDENTS IN GRADES 7 AND  
8. THE SECTION ON CONSUMER  
EDUCATION INCLUDES CONSUMER  
INFLUENCE AND PROBLEMS, CONSUMER

LAW, AND CONSUMER PROTECTION. THE RETAIL STORE AND SELLING SECTION PRESENTS MATERIAL ON GOVERNMENT REGULATIONS, RECORD SYSTEMS, BUSINESS PLANNING, AND MERCHANDISING. EACH UNIT INCLUDES LEARNER OBJECTIVES AND SUGGESTED CONTENT AND ACTIVITIES. REFERENCES, WORKSHEETS, AND FORMS FOR USE IN A RETAIL BUSINESS ARE APPENDED.  
(AUTHOR/MF)

#### VT 102 422

FEINGOLD, S. NORMAN; AND OTHERS  
RESOURCES - RECOMMENDATIONS FOR  
ADULT CAREER RESOURCES. SUPPLEMENT  
JULY 1975.

B'NAI B'RITH, WASHINGTON, D.C.  
CAREER AND COUNSELING SERVICES.;  
APPLIED MANAGEMENT SCIENCES, INC.,  
SILVER SPRING, MD.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
OEG-0-73-6372  
PUB DATE - JUL75 202P.; RELATED  
DOCUMENT VT 102 223 IN THIS ISSUE.

DESCRIPTORS - \*ANNOTATED  
BIBLIOGRAPHIES; \*CAREER  
OPPORTUNITIES; \*OCCUPATIONAL  
INFORMATION; \*ADULT VOCATIONAL  
EDUCATION; \*RESOURCE GUIDES; ADULT  
EDUCATORS; RESOURCE MATERIALS;  
OCCUPATIONAL CLUSTERS; CAREER  
EDUCATION; NATIONAL SURVEYS

ABSTRACT - TO HELP THE INTERESTED  
ADULT STUDENT BECOME MORE FAMILIAR  
WITH A WIDE RANGE OF CAREERS, THIS  
ANNOTATED BIBLIOGRAPHY CONTAINS  
REFERENCES TO CAREER MATERIALS FOR  
USE IN ADULT EDUCATION COURSES. THE  
MATERIALS WERE COLLECTED FROM  
PROFESSIONAL AND COMMERCIAL  
ORGANIZATIONS, TRADE ASSOCIATIONS,  
LABOR UNIONS, STATE AND FEDERAL  
AGENCIES, AND PUBLISHING HOUSES. A  
CATALOGING SYSTEM WAS DEVELOPED,  
LINKING EACH MAJOR OCCUPATIONAL  
FIELD TO THE OFFICE OF EDUCATION  
CAREER CLUSTERS. ACCESS TO THE  
MATERIALS IS BY THE CLASSIFICATION  
NUMBERS AND ALSO BY THE  
OCCUPATIONAL TITLES. THIS VOLUME  
SUPPLEMENTS THE FIRST COMPENDIUM

WITH THE SAME TITLE, PUBLISHED JULY  
1974, AND WAS DESIGNED TO BE USED  
IN CONJUNCTION WITH EXPLORATIONS,  
PART I, REVISED: CAREER ACTIVITIES  
FOR ADULT EDUCATION CLASSES, WHICH  
IS AVAILABLE AS VT 102 423.  
(AUTHOR/MF)

#### VT 102 423

FEINGOLD, S. NORMAN; AND OTHERS  
EXPLORATIONS. PART I, REVISED.  
CAREER ACTIVITIES FOR ADULT  
EDUCATION CLASSES.

B'NAI B'RITH, WASHINGTON, D.C.  
CAREER AND COUNSELING SERVICES.;  
APPLIED MANAGEMENT SCIENCES, INC.,  
SILVER SPRING, MD.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
OEG-0-73-6372  
PUB DATE - JUN75 74P.; RELATED  
DOCUMENT VT 102 222 IN THIS ISSUE.

DESCRIPTORS - \*ADULT VOCATIONAL  
EDUCATION; \*CLASS ACTIVITIES;  
\*ACTIVITY UNITS; \*SKILL  
DEVELOPMENT; COMMUNICATION SKILLS;  
WRITING SKILLS; CRITICAL THINKING;  
VOCATIONAL DEVELOPMENT; TEACHING  
GUIDES; ADULT EDUCATORS; CAREER  
EDUCATION

ABSTRACT - IN ORDER TO REFINE AND  
IMPROVE THE CAREER ACTIVITIES  
DEVELOPED IN PART I, A NATIONAL  
FIELD TEST WAS CONDUCTED FROM  
NOVEMBER 1974 THROUGH JANUARY 1975.  
THIS PUBLICATION REPORTS THE  
RESULTS OF THE FIELD TEST IN WHICH  
A SAMPLE OF ADULT EDUCATORS  
CONDUCTED CLASS ACTIVITIES TO  
EVALUATE THE ACTIVITIES' USEFULNESS  
FOR THE ADULT EDUCATION CLASSROOM.  
A SAMPLE OF ADULT EDUCATION  
PROGRAMS INCLUDING CAREER EDUCATION  
ACTIVITIES WAS SELECTED FOR THE  
EVALUATION, INCLUDING PROGRAMS IN  
BOTH ADULT BASIC EDUCATION AND  
CONTINUING EDUCATION. SIXTEEN  
ACTIVITIES, EACH WITH SKILLS,  
PERFORMANCE OBJECTIVES, MATERIALS,  
ACTIVITY SUMMARY, TIME REQUIRED,  
AND POTENTIAL USERS, ARE PRESENTED  
IN THE FOLLOWING GROUPS: READING  
RELATED CAREER DEVELOPMENT



ACTIVITIES; WRITING RELATED CAREER DEVELOPMENT ACTIVITIES; ORAL COMMUNICATION RELATED CAREER ACTIVITIES; AND CRITICAL THINKING RELATED CAREER ACTIVITIES. (MF)

VT 102 424

A GUIDE AND POLICY MANUAL OF VOCATIONAL INSTRUCTION AND SUPPORTIVE SERVICES FOR DISADVANTAGED AND HANDICAPPED PERSONS.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - JAN75 23P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*EDUCATIONAL POLICY; STATE BOARDS OF EDUCATION; BOARD OF EDUCATION POLICY; \*DISADVANTAGED GROUPS; \*HANDICAPPED STUDENTS IDENTIFIERS - NORTH DAKOTA

ABSTRACT - THIS MANUAL IS DESIGNED TO PROVIDE A GUIDE FOR VOCATIONAL EDUCATION PROGRAMS AND SUPPORTIVE SERVICES FOR NORTH DAKOTA'S DISADVANTAGED AND HANDICAPPED POPULATION AT ALL LEVELS. IT IS INTENDED TO PROVIDE THE TECHNICAL ASSISTANCE AS WELL AS THE PROCEDURES THAT WILL BE VALUABLE IN ORGANIZING AND ADMINISTERING OCCUPATIONAL TRAINING PROGRAMS FOR THE DISADVANTAGED AND HANDICAPPED. TOPICS INCLUDE SPECIFIC REQUIREMENTS FOR RECEIVING SPECIAL SERVICES, IDENTIFICATION OF HANDICAPPED OR DISADVANTAGED PERSONS, APPLICATION PROCEDURES FOR A DISADVANTAGED OR HANDICAPPED PROGRAM, AND THE REIMBURSEMENT RATE FOR SPECIAL NEEDS PROGRAMS IN NORTH DAKOTA. (AUTHOR/LJ)

VT 102 425

BOBBITT, J. FRANK; BOOTH, JIM JOB READINESS WORKSHOP. A RESOURCE MANUAL FOR INSTRUCTING ADULT JOB SEEKERS IN THE JOB SEARCH PROCESS. SPECIAL PAPER NO. 20.

MICHIGAN STATE UNIV., EAST LANSING. CENTER FOR RURAL MANPOWER AND PUBLIC AFFAIRS.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - MAY74 35P.

DESCRIPTORS - \*WORKSHOPS; \*RESOURCE UNITS; \*UNEMPLOYED; \*UNDEREMPLOYED; EMPLOYMENT INTERVIEWS; JOB SKILLS; JOB SATISFACTION IDENTIFIERS - \*JOB READINESS

ABSTRACT - THE JOB READINESS WORKSHOP WAS DESIGNED TO OFFER PARTICIPANTS IMPROVED METHODS OF FINDING EMPLOYMENT. THIS MANUAL IS INTENDED TO BE USED WITH SMALL GROUPS OF UNEMPLOYED OR UNDEREMPLOYED INDIVIDUALS IN A WORKSHOP SETTING. THE WORKSHOP'S MATERIALS ARE DESIGNED AS A RESOURCE UNIT, NOT AS A TEACHING PLAN. THE ATTEMPT HAS BEEN TO PRESENT DESIRABLE OBJECTIVES, POSSIBLE LEADING STATEMENTS AND APPROACHES FOR THE LEADER, KEY QUESTIONS, SUGGESTED PARTICIPANT ACTIVITIES, AND CONCERNS AND PROBLEMS THAT PARTICIPANTS OFTEN HAVE DURING THE JOB SEEKING PROCESS. THE PROGRAM IS MADE UP OF EIGHT UNITS BEST SUITED FOR A SINGLE ALL-DAY MEETING. EACH UNIT CONTAINS SUGGESTED ACTIVITIES DEVELOPED TO INCREASE INDIVIDUAL INVOLVEMENT IN THE LEARNING PROCESS. THE FORMAT IS DESIGNED TO HELP DETERMINE PROBLEMS, QUESTIONS, AND CONCERNS OF PARTICIPANTS AND THEN ALLOW FOR GROUP DISCUSSION THAT WILL LEAD TO SOLUTION OF THESE PROBLEMS. UNITS DEAL WITH PARTICIPANTS' SELF-EVALUATION OF OCCUPATIONAL ABILITIES AND LIABILITIES, DEVELOPING JOB EXPECTATIONS, COMPLETING RESUMES, DISCOVERING JOBS IN THE LOCAL AREA, COMPLETING APPLICATIONS, AND DEVELOPING INTERVIEWING TECHNIQUES. MATERIALS FOR USE WITH EACH UNIT ARE APPENDED. (AUTHOR/LJ)

VT 102 426

BARWELL, CYRIL FARMER TRAINING IN EAST-CENTRAL AND SOUTHERN AFRICA. TRAINING FOR AGRICULTURE, SPECIAL SUPPLEMENT.

UNITED NATIONS FOOD AND AGRICULTURE ORGANIZATION, ROME (ITALY).; DANISH

INTERNATIONAL DEVELOPMENT AGENCY  
(DANIDA), COPENHAGEN.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 122P.

DESCRIPTORS - \*AGRICULTURAL  
EDUCATION; \*ADULT FARMER EDUCATION;  
PROGRAM PLANNING; INTERNATIONAL  
PROGRAMS; ECONOMICALLY  
DISADVANTAGED; \*DEVELOPING NATIONS;  
MANUALS; RURAL DEVELOPMENT; \*RURAL  
EXTENSION; \*RESIDENTIAL PROGRAMS  
IDENTIFIERS - AFRICA

ABSTRACT - THIS MANUAL ON  
RESIDENTIAL FARMER TRAINING  
PROVIDES GUIDANCE TO THE EXTENSION  
STAFF OF ALL AGENCIES CONCERNED  
WITH RURAL DEVELOPMENT, WITH  
SPECIAL REFERENCE TO THE PRINCIPALS  
AND TEACHING STAFFS OF TRAINING  
CENTERS, AND THE INFORMATIONAL AND  
TRAINING NEEDS OF THE SMALLER  
FARMER. THE MANUAL WAS PREPARED AS  
A RESULT OF RECOMMENDATIONS MADE BY  
PARTICIPANTS AT NATIONAL SEMINARS  
AND WORKSHOPS HELD IN THE FOLLOWING  
NINE COUNTRIES IN EAST-CENTRAL AND  
SOUTHERN AFRICA: ETHIOPIA, UGANDA,  
KENYA, TANZANIA, ZAMBIA, MALAWI,  
SWAZILAND; LESOTHO, AND BOTSWANA.  
IT DEALS MOSTLY WITH RESIDENTIAL  
FARMER TRAINING, ALTHOUGH SOME  
REFERENCE IS MADE TO DAY CENTERS  
AND NONRESIDENTIAL TRAINING. SOME  
OF THE TOPICS DEALT WITH INCLUDE  
PHYSICAL FACILITIES, STAFFING,  
RECRUITMENT, PROGRAM PLANNING,  
COURSES OF INSTRUCTION, AND  
EVALUATION. INFORMATION ABOUT  
RESIDENTIAL FARMER TRAINING  
OPERATING IN THE NINE ABOVE-  
MENTIONED AFRICAN COUNTRIES IS  
APPENDED. A COMPREHENSIVE  
BIBLIOGRAPHY IS ALSO INCLUDED.  
(AUTHOR/NJ)

VT 102 427  
CAREER EDUCATION RESOURCE  
BIBLIOGRAPHY.

DELAWARE STATE BOARD FOR VOCATIONAL  
EDUCATION, MILFORD.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.

DEG-0-71-0678(361)  
PUB DATE - APR73 80P.

DESCRIPTORS - \*DEVELOPMENTAL  
PROGRAMS; \*CAREER EDUCATION;  
\*BIBLIOGRAPHIES; \*ELEMENTARY  
SECONDARY EDUCATION; \*EDUCATIONAL  
RESOURCES; INSTRUCTIONAL MATERIALS;  
RESOURCE GUIDES

ABSTRACT - THIS DOCUMENT HAS BEEN  
COMPILED TO ASSIST IN LOCATING  
MATERIALS PERTINENT TO THE  
DEVELOPMENT OF CAREER EDUCATION  
MATERIALS, LEVELS K-12. RESOURCE  
LISTINGS ARE PRESENTED FOR BOOKS,  
CURRICULUM MATERIALS, FILMS, TAPES,  
AND MICROFICHE. CURRICULUM AND  
AUDIOVISUAL MATERIALS ARE  
CLASSIFIED BY CAREER CLUSTERS. A  
LIST OF PUBLISHERS AND THEIR  
ADDRESSES COMPLETE THE DOCUMENT.  
(AUTHOR/LJ)

VT 102 428  
CAREERS IN CONSTRUCTION, BUILDING  
MAINTENANCE AND ALLIED OCCUPATIONS.  
JUNIOR HIGH SCHOOL. COURSE OUTLINE.

DADE COUNTY PUBLIC SCHOOLS, MIAMI,  
FLA. OFFICE OF VOCATIONAL AND ADULT  
EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 207P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*BUILDING TRADES; \*JUNIOR HIGH  
SCHOOLS; DEVELOPMENTAL PROGRAMS;  
TRADE AND INDUSTRIAL EDUCATION;  
PLUMBING; ELECTRICAL OCCUPATIONS;  
MASONRY; PAINTING; \*HAND TOOLS;  
EQUIPMENT MAINTENANCE; \*MAINTENANCE  
IDENTIFIERS - \*CAREER EXPLORATION;  
FLORIDA

ABSTRACT - THIS GUIDE WAS PREPARED  
TO ASSIST STUDENT EXPLORATION IN  
THE FIELDS OF CONSTRUCTION AND  
BUILDING MAINTENANCE AND AS  
PREPARATION FOR FURTHER SPECIALIZED  
TRAINING. THE COURSE WAS PREPARED  
FOR QUINMESTER USE AND INCLUDES A  
SERIES OF MANIPULATIVE JOB  
ASSIGNMENTS WITHIN A LABORATORY  
EQUIPPED TO SIMULATE THE ACTUAL JOB  
ATMOSPHERE FOUND IN THE  
CONSTRUCTION AND BUILDING

MAINTENANCE INDUSTRIES. THE TABLE OF CONTENTS PROVIDES A SUGGESTED HOURLY BREAKDOWN FOR THE ORIENTATION UNIT AND THE INTRODUCTORY UNITS FOR CARPENTRY, PLUMBING MAINTENANCE, ELECTRICAL MAINTANCE, THE TROWEL TRADES, AND PAINTING AND DECORATING. ALSO INCLUDED ARE A BIBLIOGRAPHY AND LIST OF RESOURCES. PRETEST MATERIALS ARE APPENDED. (LJ)

#### VT 102 429

COOPERATIVE DIVERSIFIED OCCUPATIONS. A RELATED THEORY CURRICULUM RESOURCE GUIDE FOR VOCATIONAL EDUCATION.

MILLERSVILLE STATE COLL., PA.  
VOCATIONAL EDUCATION INFORMATION NETWORK.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 164P.

DESCRIPTORS - \*RESOURCE GUIDES;  
\*COOPERATIVE EDUCATION; INTEGRATED CURRICULUM; \*CURRICULUM GUIDES; LEARNING ACTIVITIES; FIELD EXPERIENCE PROGRAMS; \*PERFORMANCE BASED EDUCATION

ABSTRACT - THIS RELATED THEORY/CURRICULUM RESOURCE GUIDE FOR COOPERATIVE EDUCATION WAS DEVELOPED AT A WORKSHOP CONDUCTED BY THE VOCATIONAL EDUCATION INFORMATION NETWORK AT MILLERSVILLE STATE COLLEGE DURING JUNE 1975. IT IS A GUIDE TO PROVIDE COOPERATIVE EDUCATION INSTRUCTORS WITH A FRAMEWORK OF RELATED THEORY/INSTRUCTION. THE GUIDE IDENTIFIES COMPETENCIES IN NINE AREAS OF INTEREST, AND IS STRUCTURED ACCORDING TO TOPICS, EACH WITH A STATED OBJECTIVE AND IDENTIFIED COMPETENCIES NEEDED TO ACHIEVE THE OBJECTIVE. THE TOPICS ARE: ORIENTATION, CAREER DEVELOPMENT, ACQUIRING A JOB, ELEMENTS OF JOB SUCCESS, GOVERNMENT AND YOU, YOU AS A CONSUMER, FREE ENTERPRISE SYSTEM, INDIVIDUAL DEVELOPMENT, AND USE OF LEISURE

TIME. EACH COMPETENCY CONTAINS SPECIFIC LEARNING ACTIVITIES, RESOURCES AND METHODS OF EVALUATION. THE FLEXIBILITY OF THIS GUIDE PERMITS DIVERSE APPLICATION OF THE RELATED THEORY IN VARIOUS COOPERATIVE EDUCATION AND OTHER FIELD EXPERIENCE INSTRUCTIONAL PROGRAMS. APPENDIXES INCLUDE LIST OF ADDITIONAL INSTRUCTIONAL RESOURCES--BOOKS, CASSETTES, FILMS, SLIDES, AND TRANSPARENCIES. (AUTHOR/NJ)

#### VT 102 430

HUDSON, WILLIAM A., COMP.  
VOCATIONAL EDUCATION. FSU GRADUATE PROGRAM. STUDENT NEEDS.

FLORIDA STATE UNIV., TALLAHASSEE.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 196P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*STUDENT NEEDS; GRADUATE STUDENTS; \*TEACHER DEVELOPED MATERIALS; \*TEACHING METHODS IDENTIFIERS - FLORIDA

ABSTRACT - THIS DOCUMENT IS A COMPILATION OF REPORTS MADE BY GRADUATE STUDENTS IN A CLASS CONCERNED WITH HOW THEY AS TEACHERS MET THE NEEDS OF THEIR STUDENTS IN COURSES OR PROGRAMS. THE REPORTS EXAMINE 10 AREAS AND DISCUSS HOW STUDENT NEEDS ARE MET BY (1) COOPERATIVE BUSINESS EDUCATION, (2) DIVERSIFIED COOPERATIVE TRAINING, (3) DISTRIBUTIVE EDUCATION, (4) HOME ECONOMICS, (5) INDUSTRIAL EDUCATION, (6) JOB ENTRY PREPARATION, (7) AN OCCUPATIONAL PLACEMENT SPECIALIST, (8) PREVOCATIONAL INDUSTRIAL ARTS, (9) TECHNICAL VOCATIONAL EDUCATION, AND (10) VOCATIONAL OFFICE EDUCATION. (LJ)

#### VT 102 431

HOW ABOUT A CHECK-UP ON YOUR JOB-SEARCH CAMPAIGN. ARE YOU IN GOOD SHAPE?

CHARLES ALLEN PROSSER VOCATIONAL CENTER, NEW ALBANY, IND.  
INDIANA STATE BOARD OF VOCATIONAL

AND TECHNICAL EDUCATION,  
INDIANAPOLIS.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 74 37P.

DESCRIPTORS - \*JOB APPLICANTS; \*JOB  
APPLICATION; VOCATIONAL COUNSELING;  
EMPLOYMENT INTERVIEWS; EMPLOYMENT  
POTENTIAL; STUDENT PERSONNEL  
SERVICES; \*GUIDELINES; \*GUIDES

ABSTRACT - THIS HANDBOOK PRESENTS  
GUIDELINES FOR SUCCESSFUL  
JOBSEEKING. INFORMATION IS  
PRESENTED TO AID THE JOB APPLICANT  
IN DEVELOPING SKILLS THAT WILL  
INCREASE THE CHANCES OF FINDING THE  
JOB OF HIS OR HER CHOICE. TOPICS  
COVERED INCLUDE: SOURCES OF  
EMPLOYMENT INFORMATION; RESUME  
WRITING; GROOMING; JOB INTERVIEWS;  
FORMS; PREDICTING JOB SUCCESS; AND  
CHANGING JOBS. (NJ)

VT 102 432  
CAREERS IN INDUSTRIAL SEWING FOR  
THE APPAREL MANUFACTURING INDUSTRY.  
TEACHER-STUDENT GUIDE.

AMERICAN APPAREL MFRS. ASSOCIATION,  
ARLINGTON, VA. EDUCATION  
COMMITTEE.; MISSISSIPPI STATE  
UNIV., STATE COLLEGE. RESEARCH AND  
CURRICULUM UNIT FOR VOCATIONAL AND  
TECHNICAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 101P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*SEWING INSTRUCTION; \*SEAMSTRESSES;  
INDUSTRIAL PERSONNEL; TRADE AND  
INDUSTRIAL EDUCATION; INSTRUCTIONAL  
MATERIALS; INDIVIDUALIZED  
INSTRUCTION  
IDENTIFIERS - \*APPAREL INDUSTRY

ABSTRACT - THIS TEACHER-STUDENT  
GUIDE HAS BEEN DEVELOPED AS A  
SERVICE TO SCHOOLS IN AN EFFORT TO  
HELP THEM ORGANIZE AND OPERATE  
COURSES IN APPAREL MANUFACTURING.  
FOR THE SCHOOLS, IT FURNISHES  
PRACTICAL INFORMATION ON  
IMPLEMENTING THE COURSE, SUCH AS  
FACILITY DESIGN, EQUIPMENT  
REQUIREMENTS AND TEACHER SELECTION.

FOR THE TEACHER, IT PROVIDES A  
CURRICULUM GUIDE AND INSTRUCTIONAL  
MATERIAL. FOR THE STUDENTS, IT  
PROVIDES AN INTRODUCTION TO THE  
INDUSTRY, AS WELL AS AN OPPORTUNITY  
TO LEARN SKILLS THAT MAY LEAD TO A  
CAREER IN THE APPAREL INDUSTRY.  
INDIVIDUALIZED INSTRUCTIONAL  
PROCEDURE HAS BEEN SEQUENCED TO AID  
STUDENTS IN DEVELOPING SKILLS AND  
PERFORMING TASKS REQUIRED TO BECOME  
COMPETENT IN A SPECIFIC AREA OF IN  
A SERIES OF INDUSTRIAL SEWING JOBS.  
THIS MODULE IS DESIGNED TO INCLUDE  
CONCEPTS, INSTRUCTIONAL OBJECTIVES,  
LEARNING EXPERIENCES, AND  
EVALUATIONS BASED ON TASK  
IDENTIFICATIONS AND ANALYSIS.  
(AUTHOR/NJ)

VT 102 433  
JOHNSON, PAULINE  
LABORATORY PROCEDURES FOR MEDICAL  
ASSISTANTS.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS-THE STATE  
UNIVERSITY, BUILDING 4103 - KILMER  
CAMPUS, NEW BRUNSWICK, NEW JERSEY  
08903. (ORDER NO. HL-285, \$2.50  
EA.)  
PUB DATE - DEC75 58P.; RELATED  
DOCUMENTS VT 102 421, VT 102 433,  
VT 102 434, VT 102 443 THROUGH VT  
102 451, AND VT 102 460 IN THIS  
ISSUE.

DESCRIPTORS - \*MEDICAL LABORATORY  
ASSISTANTS; \*LABORATORY PROCEDURES;  
\*STUDY GUIDES; \*MANUALS; \*HEALTH  
OCCUPATIONS EDUCATION

ABSTRACT - THE PURPOSE OF THIS  
MANUAL IS TO PROVIDE THE MEDICAL  
ASSISTING STUDENT A TEXT WHICH  
PRESENTS THE COMMON LABORATORY  
PROCEDURES IN USE TODAY IN  
PHYSICIAN'S OFFICES. THE PROCEDURES  
FOR PERFORMING A COMPLETE  
URINALYSIS ARE OUTLINED, ALONG WITH  
THOSE FOR CARRYING OUT VARIOUS



HEMATOLOGICAL TESTS. INFORMATION IS ALSO PRESENTED TO HELP THE STUDENT LEARN TO IDENTIFY FORMS OF BACTERIA, TO BECOME ACQUAINTED WITH THE VARIOUS TEST MEDIA FOR GROWING CULTURES, AND TO LEARN TO PREPARE SMEARS AND STAINS. THESE PROCEDURES ARE BASED ON THE REQUIREMENTS FOR THE CERTIFYING EXAMINATION GIVEN BY THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS. (AUTHOR/NJ)

VT 102 434

CLAYTON, ALFRED; ALMONY, JOHN  
MENU CYCLES.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. (ORDER NO. FO-59, \$3.00 EA.) PUB DATE - JUN75 213P.; RELATED DOCUMENTS VT 102 421, VT 102 433, VT 102 434, VT 102 443 THROUGH VT 102 451, AND VT 102 460 IN THIS ISSUE.

DESCRIPTORS - \*FOOD SERVICE OCCUPATIONS; \*FOODS INSTRUCTION; \*CURRICULUM GUIDES; \*NUTRITION INSTRUCTION; \*OCCUPATIONAL HOME ECONOMICS

ABSTRACT - THIS CURRICULUM GUIDE FOR COMMERCIAL FOODS INSTRUCTION IS DESIGNED TO AID THE TEACHER IN COMMUNICATING THE IMPORTANCE OF MENU CYCLES IN COMMERCIAL FOOD PRODUCTION. IT ALSO PROVIDES INFORMATION ABOUT THE NECESSARY STEPS IN GETTING FOOD FROM THE RAW FORM TO THE FINISHED PRODUCT, AND THEN TO THE CONSUMER. IN ADDITION TO PROVIDING INFORMATION ON HOW TO DESIGN AND USE MENU CYCLES, THE TEXT ALSO DISCUSSES THE SELECTION, HANDLING, STORAGE, AND PREPARATION OF FRUITS AND VEGETABLES, MEATS, POULTRY, EGGS, SEAFOOD, AND RICE AND PASTA. UNITS ARE INCLUDED ON RECIPES, COST CONTROL, AND THE ROLE

OF A BALANCED DIET IN THE MENU CYCLE. (NJ)

VT 102 435

MCCRACKEN, J. DAVID; NEWCOMB, L.H. INSERVICE EDUCATION OF VOCATIONAL AGRICULTURE TEACHERS ON NEW CURRICULAR MATERIALS FOR ADULT CLASS INSTRUCTION. FINAL REPORT.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO.4. PUB DATE - 75 627P.

DESCRIPTORS - \*INSERVICE TEACHER EDUCATION; \*VOCATIONAL AGRICULTURE TEACHERS; \*TEACHER DEVELOPED MATERIALS; AGRICULTURAL PRODUCTION; AGRICULTURAL MACHINERY; FARM MANAGEMENT; HORTICULTURE; \*ADULT FARMER EDUCATION; AGRICULTURAL EDUCATION; ANIMAL SCIENCE; SECONDARY EDUCATION; POST SECONDARY EDUCATION; \*YOUNG FARMER EDUCATION IDENTIFIERS - OHIO

ABSTRACT - THIS FINAL REPORT CONTAINS A SHORT SUMMARY OF A PROJECT TO TRAIN VOCATIONAL AGRICULTURE TEACHERS IN THE USE OF IMPROVED INSTRUCTIONAL UNITS IN ADULT AND YOUNG FARMER EDUCATION AND THE 22 INSTRUCTIONAL UNITS DEVELOPED AS A RESULT OF THE INSERVICE PROGRAM. TWENTY VOCATIONAL AGRICULTURE TEACHERS IN OHIO WERE SELECTED FOR THEIR EXPERTISE IN TOPICAL AREAS AND TRAINED TO DEVELOP THE UNITS WHICH WERE REVIEWED AND FIELD TESTED BEFORE THE FINAL DRAFT WAS EDITED AND PRINTED. DEVELOPED IN THE GENERAL AREAS OF CORN AND SOYBEAN PRODUCTION, AGRICULTURE MECHANICS, SWINE PRODUCTION, FARM MANAGEMENT, AND HORTICULTURE, EACH UNIT IS STRUCTURED TO INCLUDE THE FOLLOWING SECTIONS: INTRODUCTION, STATE SITUATION (DATA PERTINENT TO OHIO), LOCAL SITUATION DATA, INSTRUCTIONAL OBJECTIVES, REFERENCES, NEEDED AUDIOVISUAL EQUIPMENT, ALTERNATIVE

APPROACHES FOR GAINING GROUP INTEREST, QUESTIONS TO BE ANSWERED BY THE STUDENT, LEARNING ACTIVITIES FOR EACH QUESTION, A SUMMARY FOR THE QUESTIONS, AND A SECTION WHICH LISTS APPROVED PRACTICES THAT FARMERS CAN BEGIN TO INCORPORATE INTO THEIR FARMING OPERATIONS. APPENDED TO EACH UNIT ARE A SUMMARY OF BASIC TECHNICAL INFORMATION FOR THE TEACHER THAT WOULD BE CONSIDERED MINIMUM BACKGROUND READING BEFORE TEACHING THE UNIT AND INSTRUCTIONAL MATERIALS SUCH AS TRANSPARENCY MASTERS AND LEAFLETS PREPARED COMMERCIALY OR BY AN AGRICULTURAL EXTENSION SERVICE. (LJ)

#### VT 102 436

OLON, LINDY  
AN ANNOTATED BIBLIOGRAPHY FOR HEALTH OCCUPATIONS: A GUIDE FOR TEACHERS AND STUDENTS.

ILLINOIS STATE OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION, SPRINGFIELD. DEPT. OF CURRICULUM DEVELOPMENT.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUL75 233P.

DESCRIPTORS - \*HEALTH OCCUPATIONS;  
\*ANNOTATED BIBLIOGRAPHIES;  
\*SECONDARY SCHOOL STUDENTS;  
\*SECONDARY SCHOOL TEACHERS;  
INSTRUCTIONAL MATERIALS;  
AUDIOVISUAL AIDS; \*RESOURCE GUIDES;  
SECONDARY EDUCATION

ABSTRACT - THIS GUIDE CONTAINS 115 ABSTRACTS AND IS DESIGNED TO ASSIST TEACHERS AND STUDENTS AT THE SECONDARY LEVEL IN SELECTING PRINTED AND AUDIOVISUAL MATERIALS THAT ARE RELATED TO SECONDARY HEALTH OCCUPATIONS. THE VARIOUS HEALTH OCCUPATIONS ARE CATEGORIZED UNDER THE 14 HEADINGS OF (1) DENTAL ASSISTANT, (2) MEDICAL LABORATORY ASSISTING, (3) PRACTICAL NURSING, (4) NURSE ASSISTANT, (5) REHABILITATION AIDE, (6) PHYSICAL THERAPY AIDE, (7) RADIOLOGIC AIDE, (8) HEALTH CARE AIDE, (9) RESPIRATORY THERAPY AIDE, (10) MEDICAL ASSISTANT, (11) MORTUARY

AIDE, (12) PHARMACY AIDE, (13) RECREATIONAL THERAPY AIDE, AND (14) GERIATRIC AIDE. INFORMATION ON PAGE ONE OF THE MATERIALS ABSTRACT FORM INCLUDES TITLE, DEVELOPER OR AUTHOR, TYPE OF MATERIALS, INTENDED USER, AN INDICATION OF WHETHER TRAINING IS REQUIRED FOR USE OF THE MATERIALS, AND WHETHER CONSULTING SERVICES ARE AVAILABLE. INFORMATION ABOUT COPYRIGHT AND ACQUISITION OF THE MATERIALS IS ALSO PRESENTED. PAGE TWO PROVIDES AN INTRODUCTION TO THE MATERIALS, THE FORMAT, AND EVALUATOR'S COMMENTS. (LJ)

#### VT 102 437

HOSPITALITY EDUCATION: A GUIDE FOR HIGH SCHOOL TEACHERS

NATIONAL INST. FOR THE FOODSERVICE INDUSTRY, CHICAGO, ILL.  
ILLINOIS STATE OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION, SPRINGFIELD. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 82P.

DESCRIPTORS - HOME ECONOMICS EDUCATION; GRADE 11; GRADE 12;  
\*FOOD SERVICE OCCUPATIONS;  
RECREATION; \*HOTELS; TOURISM;  
\*SERVICE OCCUPATIONS; VOCATIONAL EDUCATION; \*TEACHING GUIDES; SENIOR HIGH SCHOOLS

ABSTRACT - THE OBJECTIVE OF THIS GUIDE IS TO ASSIST THE SECONDARY LEVEL TEACHER IN ESTABLISHING HOSPITALITY EDUCATION CURRICULUMS, OR IN IMPROVING EXISTING PROGRAMS, FOR STUDENTS AT THE LEVEL OF GRADES 11 AND 12. THE GUIDE REGARDS THE HOSPITALITY INDUSTRIES AS THOSE WHICH FEED, HOUSE, AND ENTERTAIN GUESTS. THE MATERIAL IN THE GUIDE IS ORGANIZED INTO THE FOUR CATEGORIES OF FOODSERVICE, LODGING, TOURISM, AND RECREATION. THE GUIDE DESCRIBES KEY STEPS IN ESTABLISHING HOSPITALITY EDUCATION CURRICULUMS, COURSES OF STUDY, PERFORMANCE OBJECTIVES, INSTRUCTIONAL MATERIALS, LEARNING EXPERIENCES, AND PROCEDURES FOR EVALUATING STUDENTS. THE PROPOSED COURSES OF



STUDY ARE IN TWO GENERAL CATEGORIES: THE COMMONALITIES-COURSES DIRECTED TO DEVELOPING SKILLS NECESSARY FOR JOBS IN ANY HOSPITALITY AREA, AND THOSE WHICH ARE JOB-RELATED. (AUTHOR/NJ)

VT 102 438

ALLEN, THOMAS R., JR.; YOUNG, LEE  
JOB PLACEMENT SERVICES. WEST VIRGINIA GUIDEBOOK.

MARSHALL UNIV., HUNTINGTON, W.VA.  
WEST VIRGINIA STATE DEPT. OF  
EDUCATION, CHARLESTON. DIV. OF  
VOCATIONAL AND TECHNICAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 74 98P.

DESCRIPTORS - \*JOB PLACEMENT;  
\*STUDENT EMPLOYMENT; \*PROGRAM  
GUIDES; \*COORDINATORS; ADVISORY  
COMMITTEES; \*EMPLOYMENT SERVICES;  
TESTS; EMPLOYMENT OPPORTUNITIES;  
VOCATIONAL FOLLOWUP; AREA  
VOCATIONAL SCHOOLS; SECONDARY  
EDUCATION; POST SECONDARY EDUCATION  
IDENTIFIERS - WEST VIRGINIA

ABSTRACT - AREA VOCATIONAL SCHOOLS SHOULD BE INVOLVED IN THE TRANSITION OF STUDENTS FROM SCHOOL TO WORK THROUGH AN EFFECTIVE JOB PLACEMENT PROGRAM, WITH A QUALIFIED PLACEMENT COORDINATOR TO LINK THE POTENTIAL EMPLOYEE WITH EMPLOYMENT SATISFACTORY BOTH TO HIM AND TO THE EMPLOYER. THIS PUBLICATION EMPHASIZES THAT THE SCHOOL, RATHER THAN SOME OUTSIDE AGENCY, SHOULD ACCEPT RESPONSIBILITY FOR JOB PLACEMENT OF STUDENTS, BECAUSE IT IS IMPOSSIBLE TO SEPARATE GOOD JOB PLACEMENT FROM AN EFFECTIVE VOCATIONAL PROGRAM. THE SCHOOL IS MORE CONCERNED WITH THE VOCATIONAL DEVELOPMENT OF THE STUDENT, IS ACQUAINTED WITH HIM, AND CAN PROVIDE THE NEEDED OPPORTUNITIES FOR ACQUIRING SKILLS AND ATTITUDES. ORGANIZATION OF A PLACEMENT SERVICE AND THE FUNCTIONS OF THE JOB PLACEMENT COORDINATOR ARE PRESENTED, INCLUDING SCHOOL AND COMMUNITY INVOLVEMENT; JOB PLACEMENT ADVISORY COMMITTEES; PROCEDURES FOR AN OCCUPATIONAL

OPPORTUNITIES SURVEY; JOB DESCRIPTIONS; PUBLICITY; AND FOLLOWUP OF STUDENT REFERRALS. TESTS USEFUL IN PREDICTING FUTURE BEHAVIOR ARE DISCUSSED: ABILITY TESTS, ACHIEVEMENT TESTS, APTITUDE TESTS, INTEREST INVENTORIES, AND PERSONALITY APPRAISALS. THE APPENDIXES ALSO PRESENT SECTIONS FROM THE WEST VIRGINIA CHILD LABOR LAWS; SAMPLES OF A COMMUNITY SURVEY WORKSHEET, JOB RESUME, STUDENT FOLLOWUP QUESTIONNAIRE, AND JOB DESCRIPTION AND ANALYSIS FORMS; AND RELATED INFORMATION AND SUGGESTIONS FOR JOB INTERVIEWS AND EMPLOYMENT APPLICATION. (AUTHOR/MF)

VT 102 439

ALLEN, THOMAS R., JR.  
COOPERATIVE VOCATIONAL EDUCATION  
COORDINATOR'S HANDBOOK.

MARSHALL UNIV., HUNTINGTON, W. VA.  
DEPT. OF VOCATIONAL-TECHNICAL  
EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 74 62P.

DESCRIPTORS - \*COOPERATIVE  
EDUCATION; \*INSTRUCTOR  
COORDINATORS; VOCATIONAL EDUCATION;  
SECONDARY EDUCATION; \*PROGRAM  
GUIDES

ABSTRACT - THIS HANDBOOK SERVES TO GUIDE COORDINATORS OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS FOR SECONDARY STUDENTS. MOST OF THE INFORMATION INCLUDED IS COMMON TO ALL VOCATIONAL EDUCATION PROGRAMS THAT HAVE AN APPLICATION FOR A COOPERATIVE PLAN. IN USING THE HANDBOOK, THE COORDINATOR WILL HAVE TO RELATE IT TO HIS OWN FIELD OF SPECIALIZATION. THE BOOK INCLUDES: (1) AN INTRODUCTION TO COOPERATIVE VOCATIONAL EDUCATION; (2) A DESCRIPTION OF THE COOPERATIVE TEACHER-COORDINATOR AND THE RESPONSIBILITIES OF THE TOTAL JOB; (3) TEACHING; (4) GUIDANCE; (5) COORDINATION; (6) PUBLIC RELATIONS; AND (7) OPERATION AND ADMINISTRATION FUNCTIONS. (AUTHOR/NJ)

VT 102 440

BRIGHT, DON; AND OTHERS  
A PROGRAM FOR ACCOUNTING AND  
RELATED OCCUPATIONS. BULLETIN 5.  
BUSINESS AND OFFICE EDUCATION.

BOWLING GREEN STATE UNIV., OHIO.  
OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.; OFFICE OF EDUCATION  
(DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 328P.

DESCRIPTORS - \*SIMULATION;  
\*ACCOUNTING; \*CURRICULUM GUIDES;  
GRADE 11; GRADE 12; BUSINESS  
EDUCATION; \*OFFICE OCCUPATIONS;  
TEACHER DEVELOPED MATERIALS; SENIOR  
HIGH SCHOOLS

ABSTRACT - THIS CURRICULUM GUIDE  
PRESENTS A TWO-YEAR, IN-SCHOOL  
PROGRAM FOR JUNIORS AND SENIORS  
DESIGNED TO PREPARE STUDENTS FOR  
POSITIONS IN THE ACCOUNTING FIELD.  
INSTRUCTION IN THIS PROGRAM  
INCLUDES ALL SUBJECTS RELATED TO  
THE ACCOUNTING FIELD: ACCOUNTING,  
OFFICE MACHINES, OFFICE PROCESSING  
DATA, TYPEWRITING, ECONOMICS,  
BUSINESS LAW, AND BUSINESS  
ORGANIZATION. BASIC SKILLS IN  
ENGLISH AND MATH ARE REVIEWED AND  
REINFORCED. THE PROGRAM IS PLANNED  
FOR THE BLOCK-OF-TIME APPROACH  
INCORPORATING BOTH INTEGRATION AND  
SIMULATION. THE JUNIOR YEAR GUIDE  
IS DIVIDED INTO SEVEN INTEGRATION  
PLANS THAT INCORPORATE THE FIVE  
SUBJECT AREAS OF ACCOUNTING, OFFICE  
PROCEDURES, ENGLISH, TYPEWRITING,  
AND DATA PROCESSING. EACH PLAN  
PROVIDES SUPPLEMENTARY MATERIALS  
AND ACTIVITIES. THE SENIOR YEAR  
CURRICULUM GUIDE IS A PLAN FOR  
SIMULATION ACTIVITIES DESIGNED TO  
EMULATE OFFICE PRACTICES AS NEARLY  
AS POSSIBLE. (AUTHOR/NJ)

VT 102 441

HORN, FERN M., ED.  
HOME ECONOMICS CURRICULUM FOR  
GRADES 7 - 8 - 9.

APPLETON PUBLIC SCHOOLS, WIS.  
OFFICE OF EDUCATION (DHEW),

WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
APPLETON PUBLIC SCHOOLS, VOCATIONAL  
EDUCATION OFFICE, 120 E. HARRIS  
ST., APPLETON, WISCONSIN 54911.  
(\$6.00 EA.)  
PUB DATE - 75 779P.

DESCRIPTORS - \*HOME ECONOMICS  
EDUCATION; \*CURRICULUM GUIDES;  
\*JUNIOR HIGH SCHOOLS  
IDENTIFIERS - APPLETON; WISCONSIN

ABSTRACT - THIS CURRICULUM GUIDE IS  
THE RESULT OF A PROJECT TO DEVELOP,  
FIELD TEST, ANALYZE, AND REVISE THE  
JUNIOR HIGH LEVEL HOME ECONOMICS  
COURSE OFFERINGS FOR APPLETON  
PUBLIC SCHOOLS. THE THEME FOR  
GRADES SEVEN AND EIGHT IS EXPLORING  
YOUR WORLD AND INCLUDES FIVE  
TOPICS: (1) FAMILY, STRESSING  
PERSONALITY DEVELOPMENT AND  
COMMUNICATING WITH AND  
UNDERSTANDING OTHERS; (2) FOODS,  
PRESENTING NUTRITION INSTRUCTION IN  
THE FOUR BASIC FOOD GROUPS, MEAL  
PLANNING, USE OF RECIPES, MANNERS,  
AND TABLE SETTING; (3) WORLD OF  
CHILDREN, DISCUSSING THE  
RESPONSIBILITIES OF THE CARE OF  
CHILDREN; (4) CLOTHING, EMPHASIZING  
PERSONAL GROOMING AND CLOTHING CARE  
WITH SPECIAL ATTENTION GIVEN TO  
BASIC SEWING SKILLS; AND (5)  
HOUSING, ENCOURAGING THE STUDENT'S  
SENSE OF RESPONSIBILITY FOR THEIR  
OWN ROOMS. THESE FIVE TOPICS ARE  
REPEATED FOR GRADE NINE UNDER THE  
HEADING OF FOCUS ON TEEN-LIFE. EACH  
TOPIC FOLLOWS THE FORMAT OF COURSE  
INTRODUCTION, CONCEPTUAL STRUCTURE,  
INCLUDING PERFORMANCE OBJECTIVES;  
UNIT, CONSISTING OF CONTENT,  
LEARNING EXPERIENCES, AND  
EVALUATIVE EXERCISES; APPENDIX; AND  
BIBLIOGRAPHY. TESTING INSTRUMENTS  
ARE CONTAINED IN EACH APPENDIX AND  
ARE PRESENTED AS QUIZZES, GAMES AND  
CROSSWORD PUZZLES. (LJ)

VT 102 442

LOCK, BURT M.  
CAREER EXPLORATION ACTIVITIES.

SOUTHSIDE JUNIOR HIGH SCHOOL.  
BUFFALO, N.Y.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 40P.; RELATED DOCUMENT VT 102 552 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
\*LESSON PLANS; \*INDUSTRIAL ARTS;  
\*GRADE 10; SELF CONCEPT;  
INSTRUCTIONAL MATERIALS; VOCATIONAL DEVELOPMENT; SENIOR HIGH SCHOOLS IDENTIFIERS - CAREER EXPLORATION

ABSTRACT - THESE LESSON PLANS REPRESENT ACTIVITIES CARRIED OUT IN THE INDUSTRIAL ARTS LABORATORY OF SOUTHSIDE JUNIOR HIGH SCHOOL AS PART OF THE BUFFALO PUBLIC SCHOOL'S CAREER EDUCATION PROJECT. DESIGNED FOR THE LEVEL OF GRADE 10, THESE ACTIVITIES PROVIDE INDUSTRIAL ARTS INSTRUCTION AS A MEANS TO ALLOW THE STUDENT TO GAIN AWARENESS OF HIS ABILITIES, APTITUDES, AND INTERESTS THROUGH EXPLORATORY EXPERIENCES RELATED TO INDUSTRY AND MAN'S TECHNOLOGICAL DEVELOPMENT. THE CONTENT INCLUDES ALL ELEMENTS OF INDUSTRY, OCCUPATIONS, MATERIALS, ENERGY AND POWER, PROCESSES, PERSONNEL, COMMUNICATIONS, SERVICES, AND RESEARCH AND DEVELOPMENT. THE CENTRAL THEME IS THE INDIVIDUAL AND HIS LEARNING ABOUT HIMSELF THROUGH CONCEPTS AND EXPLORATORY EXPERIENCES. EACH OF THE 37 LESSONS LISTS OBJECTIVES, SUGGESTED TIME, NEEDED MATERIALS AND EQUIPMENT, REFERENCES, AND EVALUATION METHODS. (AUTHOR/NJ)

#### VT 102 443

KESSMAN, WILLIAM A.  
BUILDING MAINTENANCE. READING AND LANGUAGE ACTIVITIES.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY; RUTGERS-THE STATE UNIVERSITY; BUILDING 4103 - KILMER CAMPUS; NEW BRUNSWICK, NEW JERSEY 08903. (\$2.00 EA.)

PUB DATE - NOV75 68P.; RELATED

DOCUMENTS VT 102 421, VT 102 433, VT 102 434, VT 102 443 THROUGH VT 102 451, AND VT 102 460 IN THIS ISSUE.

DESCRIPTORS - \*CUSTODIAN TRAINING;  
\*STUDY GUIDES; \*SPECIAL EDUCATION;  
\*LANGUAGE SKILLS; \*HIGH SCHOOL STUDENTS; SCHOOL SHOPS; LEARNING ACTIVITIES; SENIOR HIGH SCHOOLS

ABSTRACT - THIS STUDENT MANUAL HAS BEEN DESIGNED PRIMARILY FOR BEGINNING STUDENTS IN A HIGH SCHOOL LEVEL VOCATIONAL PROGRAM IN BUILDING MAINTENANCE. A WORKBOOK FOR SPECIAL NEEDS STUDENTS, THIS DOCUMENT DOES NOT COVER ALL AREAS OF CUSTODIAL TRAINING BUT HAS BEEN WRITTEN FOR THE PURPOSE OF REFINING THE BASIC SKILLS OF READING COMPREHENSION, VOCABULARY BUILDING, SPELLING, WORD USAGE, AND WORD RECOGNITION WHILE RELATING THESE SKILLS TO SOME OF THE TASKS A BEGINNING STUDENT MUST KNOW. SOME OF THE BUILDING MAINTENANCE SKILLS COVERED INCLUDE DUST-MOPPING AND BUFFING FLOORS, VACUUMING, DUSTING, AND LAVATORY CLEANING. LESSONS ARE INTENDED TO COINCIDE WITH PERFORMING THE ACTUAL ACTIVITY IN A SHOP SITUATION. (AUTHOR/LJ)

#### VT 102 444

PIESLAK, RAYMOND F.  
ABOUT BANKING.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. (\$2.00 EA.)

PUB DATE - OCT75 89P.; RELATED DOCUMENTS VT 102 421, VT 102 433, VT 102 434, VT 102 443 THROUGH VT 102 451, AND VT 102 460 IN THIS ISSUE.

DESCRIPTORS - \*DEAF EDUCATION;  
SPECIAL EDUCATION; \*STUDY GUIDES;

\*HIGH SCHOOL STUDENTS; \*BANKING;  
\*MONEY MANAGEMENT; INVESTMENT;  
SENIOR HIGH SCHOOLS

ABSTRACT - THIS STUDENT MANUAL FOR HIGH SCHOOL LEVEL SPECIAL NEEDS STUDENTS WAS PREPARED TO PROVIDE DEAF STUDENTS WITH THE BASIC FUNDAMENTALS OF BANKING. FIVE UNITS ARE PRESENTED COVERING THE TOPICS OF BANKS AND BANKING SERVICES, CHECKING ACCOUNTS, OTHER SERVICES OF BANKS, SAVINGS ACCOUNTS, AND OTHER INVESTMENTS. EACH LESSON WAS CAREFULLY WRITTEN FOR EASY READING AND COMPREHENSION AND PROVIDES INFORMATION, VOCABULARY, AND ASSIGNMENT QUESTIONS FOR THE SPECIFIC TOPIC COVERED. (LJ)

VT 102 445  
PIESLAK, RAYMOND F.  
ABOUT INSURANCE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. (\$2.00 EA.)  
PUB DATE - OCT75 75P.; RELATED DOCUMENTS VT 102 421, VT 102 433, VT 102 434, VT 102 443 THROUGH VT 102 451, AND VT 102 460 IN THIS ISSUE.

DESCRIPTORS - \*STUDY GUIDES; SPECIAL EDUCATION; \*HIGH SCHOOL STUDENTS; \*DEAF EDUCATION; \*CONSUMER EDUCATION; MONEY MANAGEMENT; SENIOR HIGH SCHOOLS; \*INSURANCE PROGRAMS

ABSTRACT - THIS STUDENT MANUAL FOR HIGH SCHOOL LEVEL SPECIAL NEEDS STUDENTS WAS PREPARED TO ACQUAINT DEAF STUDENTS WITH THE VARIOUS TYPES OF INSURANCE PROTECTION THAT WILL BE AVAILABLE TO THEM IN THEIR FUTURE LIFE. SEVEN UNITS COVERING THE TOPICS OF WHAT IS INSURANCE?, AUTOMOBILE INSURANCE, LIFE

INSURANCE, HEALTH INSURANCE, SOCIAL SECURITY, HOMEOWNER'S INSURANCE, AND OTHER KINDS OF INSURANCE ARE PRESENTED. EACH LESSON WAS CAREFULLY WRITTEN FOR EASY READING AND COMPREHENSION AND PROVIDES INFORMATION, VOCABULARY, AND ASSIGNMENT QUESTIONS FOR THE SPECIFIC TOPIC COVERED. (LJ)

VT 102 446  
WERSAN, NORMAN  
MATHEMATICS FOR COMMERCIAL FOODS.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. (\$2.50 EA.)  
PUB DATE - DEC75 257P.; RELATED DOCUMENTS VT 102 421, VT 102 433, VT 102 434, VT 102 443 THROUGH VT 102 451, AND VT 102 460 IN THIS ISSUE.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*WORKBOOKS; \*MATHEMATICS INSTRUCTION; MATHEMATICS CURRICULUM; SENIOR HIGH SCHOOLS; \*GRADE 10; \*FOOD SERVICE OCCUPATIONS; STUDY GUIDES

ABSTRACT - A REVIEW OF BASIC MATHEMATICS OPERATIONS IS PRESENTED WITH PROBLEMS AND EXAMPLES APPLIED TO ACTIVITIES IN THE FOOD SERVICE INDUSTRY. THE TEXT IS DIVIDED INTO EIGHT UNITS: MEASUREMENT, FRACTIONS, ARITHMETIC OPERATIONS, MONEY AND DECIMALS, PERCENTAGE, RATIO AND PROPORTION, WAGES AND TAXES, AND BUSINESS RECORDS. EACH UNIT CONTAINS A SERIES OF LESSONS WHICH FOLLOW THE FORMAT OF STATED OBJECTIVES, BACKGROUND INFORMATION, DEMONSTRATION OR PROCEDURE, AND ASSIGNMENTS. RECIPES, GUEST CHECKS, TAX FORMS, AND INVENTORY SHEETS ACCOMPANY MANY OF THE LESSONS AND SERVE AS WORKSHEETS FOR DOING THE ASSIGNMENTS. A CONVERSION CHART



SHOWING THE NUMBER OF OUNCES NECESSARY TO MAKE TABLESPOONS, CUPS, PINTS, AND QUARTS FOR MANY FOODS IS INCLUDED. (KJ)

#### VT 102 447

MULLIGAN, ROBERT E.; AND OTHERS  
HEALTH CLUSTER FOR SPECIAL NEED  
YOUNGSTERS IN THE MIDDLE SCHOOL.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS-THE STATE  
UNIVERSITY, BUILDING 4103 - KILMER  
CAMPUS, NEW BRUNSWICK, NEW JERSEY  
08903. (\$2.50 EA.)

PUB DATE - JUL75 89P.; RELATED  
DOCUMENTS VT 102 421, VT 102 433,  
VT 102 434, VT 102 443 THROUGH VT  
102 451, AND VT 102 460 IN THIS  
ISSUE.

DESCRIPTORS - \*TEACHING GUIDES;  
\*MIDDLE SCHOOLS; \*SPECIAL  
EDUCATION; \*HEALTH OCCUPATIONS  
EDUCATION; LEARNING ACTIVITIES;  
PARAMEDICAL OCCUPATIONS; DENTAL  
ASSISTANTS; OCCUPATIONAL  
THERAPISTS; CHILD CARE OCCUPATIONS;  
REHABILITATION COUNSELING;  
INTERMEDIATE GRADES; JUNIOR HIGH  
SCHOOLS

ABSTRACT - THIS TEACHER'S MANUAL  
PRESENTS LEARNING ACTIVITIES FOR  
OCCUPATIONS IN THE HEALTH CLUSTER  
INTENDED FOR SPECIAL NEEDS STUDENTS  
AT THE MIDDLE SCHOOL LEVEL. THE  
EIGHT OCCUPATIONS ADDRESSED IN THIS  
MANUAL ARE ORDERLY, MENTAL  
RETARDATION AIDE, DENTAL ASSISTANT,  
SANITARY ASSISTANT, OCCUPATIONAL  
THERAPIST, KITCHEN WORKER,  
REHABILITATION COUNSELOR, AND CHILD  
CARE ATTENDANT. EACH UNIT CONTAINS  
SUGGESTED BEHAVIORAL OBJECTIVES,  
PRACTICAL REQUIREMENTS FOR SOMEONE  
FILLING THE SPECIFIC POSITION,  
ACTIVITIES, EQUIPMENT AND SUPPLIES,  
AND RESOURCES. ALSO AVAILABLE IS  
EVALUATION INFORMATION AND A LIST  
OF REFERENCES. (LJ)

#### VT 102 448

HENDERSON, JOSEPH  
BUILDING CONSTRUCTION TECHNOLOGY. A  
SUGGESTED CURRICULUM.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. CURRICULUM LAB.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS-THE STATE  
UNIVERSITY, BUILDING 4103 - KILMER  
CAMPUS, NEW BRUNSWICK, NEW JERSEY  
08903. (\$1.50 EA.)  
PUB DATE - JUL75 83P.; RELATED  
DOCUMENTS VT 102 421, VT 102 433,  
VT 102 434, VT 102 443 THROUGH VT  
102 451, AND VT 102 460 IN THIS  
ISSUE.

DESCRIPTORS - \*BUILDING TRADES;  
CONSTRUCTION INDUSTRY; \*TEACHING  
GUIDES; \*CURRICULUM GUIDES; \*WORK  
EXPERIENCE PROGRAMS; INDUSTRIAL  
EDUCATION; JUNIOR COLLEGES;  
\*COMMUNITY COLLEGES

ABSTRACT - THIS TEACHER'S MANUAL  
PRESENTS A TWO-YEAR COMMUNITY  
COLLEGE CURRICULUM FOR TRAINING  
BUILDING CONSTRUCTION TECHNICIANS.  
THE TECHNICAL CONTENT IS INTENDED  
TO PROVIDE THE STUDENT WITH AN  
UNDERSTANDING OF BUILDING  
CONSTRUCTION AND EXPERTISE AS A  
MEMBER OF THAT INDUSTRY. THE  
TECHNICAL SKILLS IN CONSTRUCTION  
ARE TO BE LEARNED AS THE STUDENT  
PARTICIPATES IN A MAJOR  
CONSTRUCTION PROJECT SUCH AS THE  
ACTUAL CONSTRUCTION OF A  
RESIDENTIAL OR COMMERCIAL BUILDING  
SUPPLEMENTING THE INCLASS SESSIONS.  
THE GRADUATES OF THIS PROGRAM  
SHOULD BE ABLE TO WORK CLOSELY AND  
DISCUSS THE ASPECTS OF BUILDING  
CONSTRUCTION WITH ENGINEERS AND  
ARCHITECTS. AN OUTLINES OF THE TWO-  
YEAR SET OF COURSES IS FOLLOWED BY  
DESCRIPTIONS OF THE CONSTRUCTION  
AND SUPPORTING TECHNICAL COURSES  
AND THE SUPPORTING GENERAL  
EDUCATION COURSES OF THE PROGRAM.  
FOR EACH COURSE THE NUMBER OF

LABORATORY AND CLASS HOURS ARE GIVEN AS WELL AS A GENERAL DESCRIPTION, OBJECTIVES OF THE COURSE, A COURSE OUTLINE, THE TEXT TO BE USED, AND REFERENCES. APPENDED ARE SEVERAL BIBLIOGRAPHIES AND A LIST OF SUGGESTED VISUAL AIDS. (AUTHOR/LJ)

VT 102 449

PIESLAK, RAYMOND F.  
ABOUT BUYING ON CREDIT.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. (\$2.00 EA.)  
PUB DATE - OCT75 34P.; RELATED DOCUMENTS VT 102 421, VT 102 433, VT 102 434, VT 102 443 THROUGH VT 102 451, AND VT 102 460 IN THIS ISSUE.

DESCRIPTORS - \*STUDY GUIDES; \*HIGH SCHOOL STUDENTS; \*DEAF EDUCATION; SPECIAL EDUCATION; \*CONSUMER EDUCATION; CREDIT (FINANCE) \*MONEY MANAGEMENT; SENIOR HIGH SCHOOLS

ABSTRACT - THIS STUDENT MANUAL FOR HIGH SCHOOL LEVEL SPECIAL NEEDS STUDENTS WAS PREPARED TO PROVIDE DEAF STUDENTS WITH BASIC INFORMATION ABOUT HOW TO BUY ON CREDIT. IT GIVES THE STUDENT THE SENSE OF ESTABLISHING CREDIT CAPACITY BY DEVELOPING A SPENDING PLAN BASED ON INDIVIDUAL NEEDS, VALUES AND GOALS, AND INCOME. TWO UNITS COVERING THE AREAS OF BUYING THINGS ON CREDIT AND LOANS, WERE CAREFULLY WRITTEN FOR EASY READING AND COMPREHENSION AND PROVIDE INFORMATION, VOCABULARY, AND ASSIGNMENT QUESTIONS FOR THE SPECIFIC TOPICS COVERED. (AUTHOR/LJ)

VT 102 450  
EVANS, ERMA

TYPING: WHAT MATTERS IS HOW.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. (\$2.00 EA.)  
PUB DATE - JUL75 78P.; RELATED DOCUMENTS VT 102 421, VT 102 433, VT 102 434, VT 102 443 THROUGH VT 102 451, AND VT 102 460 IN THIS ISSUE.

DESCRIPTORS - \*STUDY GUIDES; \*HIGH SCHOOL STUDENTS; \*SPECIAL EDUCATION; EMPLOYMENT QUALIFICATIONS; LEARNING ACTIVITIES; SUPPLEMENTARY TEXTBOOKS; \*TYPEWRITING; OFFICE OCCUPATIONS EDUCATION; SENIOR HIGH SCHOOLS

ABSTRACT - THIS TEXT IS A SERIES OF MINILESSONS THAT WERE DEVELOPED FOR HIGH SCHOOL STUDENTS WITH SPECIAL LEARNING NEEDS. THE EMPHASIS IS ON HOW TO TYPE WITH INTERESTING MESSAGES, ILLUSTRATIONS, AND ANALOGIES USED TO ATTRACT THE ATTENTION OF THE LEARNER. REPETITION AND REVIEW ARE PROVIDED FOR EMPHASIS, REINFORCEMENT, AND ACHIEVEMENT. THIS STUDENT MANUAL IS DESIGNED TO SUPPLEMENT AND REINFORCE A REGULAR TEXTBOOK. A "QUICK GUIDE" TO THE FOLLOWING SPECIFIC TECHNIQUES IS PROVIDED SO THE SEQUENCE OF THE LESSONS MAY BE VARIED: ACCURATE TYPING, ATTITUDE, BODY POSITION, CONCENTRATION, EFFECTIVE TYPING, EMPLOYMENT GOALS, SPEED, AND STROKING TECHNIQUES. (AUTHOR/LJ)

VT 102 451  
SHEATHER, HARRY  
CHEMICAL AND ENVIRONMENTAL TECHNOLOGY.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.



NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
VOCATIONAL-TECHNICAL CURRICULUM  
LABORATORY, RUTGERS-THE STATE  
UNIVERSITY, BUILDING 4103 - KILMER  
CAMPUS, NEW BRUNSWICK, NEW JERSEY  
08903.

PUB DATE - MAR75 137P.; RELATED  
DOCUMENTS VT 102 421, VT 102 433,  
VT 102 434, VT 102 443 THROUGH VT  
102 451, AND VT 102 460 IN THIS  
ISSUE.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*CHEMISTRY INSTRUCTION; \*CHEMICAL  
TECHNICIANS; \*ENVIRONMENTAL  
TECHNICIANS; ORGANIC CHEMISTRY;  
CHEMICAL ANALYSIS; COURSE  
DESCRIPTIONS; LABORATORY EQUIPMENT;  
LABORATORY EXPERIMENTS; POST  
SECONDARY EDUCATION; ASSOCIATE  
DEGREES

ABSTRACT - THE TWO-YEAR CURRICULUM  
IN CHEMICAL TECHNOLOGY PRESENTED IN  
THIS DOCUMENT IS DESIGNED TO  
PREPARE HIGH SCHOOL GRADUATES FOR  
TECHNICAL POSITIONS IN THE CHEMICAL  
INDUSTRY. COURSE OUTLINES ARE GIVEN  
FOR GENERAL CHEMISTRY, CHEMICAL  
CALCULATIONS, QUANTITATIVE  
ANALYSIS, ENVIRONMENTAL CHEMISTRY,  
ORGANIC CHEMISTRY I AND II,  
INSTRUMENTAL ANALYSIS, AND PHYSICAL  
CHEMISTRY. EACH COURSE COMBINES  
LECTURES AND LABORATORY EXPERIMENTS  
AND INCLUDES METHODOLOGY,  
TEXTBOOKS, STUDENT EVALUATION, A  
SAMPLE LESSON PLAN, AND SYLLABUS.  
ALSO PROVIDED ARE GENERAL  
REFERENCES FOR THE PROGRAM,  
PERIODICALS, GOVERNMENT  
PUBLICATIONS, AUDIOVISUAL AIDS,  
TEACHER PREPARATION, AND SUGGESTED  
FIELD TRIPS AND GUEST LECTURES. THE  
GRADUATE OF THIS PROGRAM IN  
CHEMICAL TECHNOLOGY RECEIVES AN  
ASSOCIATE IN APPLIED SCIENCE  
DEGREE. (AUTHOR/MF)

VT 102 452

THE IOWA GUIDE FOR CURRICULUM  
IMPROVEMENT IN INDUSTRIAL ARTS, K-  
12. A STUDY OF INDUSTRIAL  
TECHNOLOGY. FINAL REPORT.

IOWA STATE UNIV. OF SCIENCE AND  
TECHNOLOGY, AMES. DEPT. OF  
INDUSTRIAL EDUCATION.; UNIVERSITY  
OF NORTHERN IOWA, CEDAR FALLS.  
DEPT. OF INDUSTRIAL EDUCATION.;  
IOWA STATE DEPT. OF PUBLIC  
INSTRUCTION, DES MOINES.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 106P.

DESCRIPTORS - \*INDUSTRIAL ARTS;  
ELEMENTARY SECONDARY EDUCATION;  
\*LEARNING ACTIVITIES; \*CURRICULUM  
GUIDES; \*CURRICULUM DEVELOPMENT;  
BEHAVIORAL OBJECTIVES; TEACHER  
DEVELOPED MATERIALS; OCCUPATIONAL  
CLUSTERS; \*CAREER EDUCATION;  
INDUSTRIAL TECHNOLOGY

ABSTRACT - DESIGNED TO PROVIDE A  
FRAMEWORK FOR LOCAL CURRICULUM  
DEVELOPMENT, THIS GUIDE OFFERS  
SUGGESTIONS FOR TEACHERS AND  
ADMINISTRATORS TO IMPROVE  
INDUSTRIAL ARTS PROGRAMS FROM  
KINDERGARTEN THROUGH TWELFTH GRADE.  
THE CAREER CLUSTER CONCEPT  
INTEGRATES CAREER EDUCATION INTO  
THE TEACHER-DEVELOPED LEARNING  
ACTIVITIES AT ALL LEVELS TO  
CONTRIBUTE TO CAREER DEVELOPMENT  
AND PROVIDE FOR STUDY OF  
INTERRELATED CAREERS AND  
TECHNOLOGIES IN INDUSTRY. A LOCAL  
CURRICULUM DEVELOPMENT MODEL  
CONSISTING OF FOUR PHASES OF  
PLANNING AND DECISIONMAKING IS  
PRESENTED ALONG WITH A RATIONALE  
FOR AN INDUSTRIAL ARTS PROGRAM  
BASED ON A CONTENT BASE OF  
INDUSTRIAL TECHNOLOGY. GUIDELINES  
ARE PRESENTED FOR DEVELOPING  
SPECIFIC OFFERINGS IN INDUSTRIAL  
ARTS AT THE COGNITIVE, PSYCHOMOTOR,  
AND AFFECTIVE LEVELS FOR  
ELEMENTARY, JUNIOR HIGH, AND  
SECONDARY SCHOOL STUDENTS. INCLUDED  
IN THE SUGGESTIONS ARE COMPETENCIES  
TO BE EXHIBITED BY STUDENTS UPON  
COMPLETION OF THE COURSE, WITH  
LEARNING ACTIVITIES THAT PROVIDE  
OPPORTUNITIES FOR PRACTICE. (NJ)

VT 102 453

**FOOD SERVICE TRADES. INSTRUCTIONAL  
SYSTEM DEVELOPMENT MODEL FOR  
VERMONT AREA VOCATIONAL CENTERS.**

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; VERMONT STATE  
DEPT. OF EDUCATION, MONTPELIER.  
DIV. OF VOCATIONAL-TECHNICAL  
EDUCATION.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 148P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
LEARNING ACTIVITIES; \*FOOD SERVICE  
OCCUPATIONS; \*SECONDARY EDUCATION;  
\*INSTRUCTIONAL SYSTEMS; TEACHING  
GUIDES; STUDY GUIDES  
IDENTIFIERS - VERMONT

ABSTRACT - THIS MODEL CURRICULUM  
GUIDE IN FOOD SERVICE OCCUPATIONS  
CONSISTS OF 26 UNITS OF STUDY, EACH  
CONTAINING WORKSHEETS FOR STUDENT  
AND INSTRUCTOR. THE STUDENT  
WORKSHEET CONSISTS OF CONCEPT  
STATEMENT, BEHAVIORAL OBJECTIVE,  
LEARNING ACTIVITIES, SUGGESTED  
RESOURCES, AND EVALUATION. THE  
GUIDE COVERS BASIC INFORMATION  
NECESSARY TO ANYONE WORKING IN FOOD  
SERVICE. AMONG THE TOPICS COVERED  
ARE: EQUIPMENT FACILITY  
TERMINOLOGY, OPERATION OF EQUIPMENT  
AND FACILITY, PERSONAL HYGIENE,  
SANITATION, BASIC COOKING, SALAD  
MAKING, FOOD SERVING, MENU  
PLANNING, AND MIXOLOGY. GLOSSARIES  
OF TEACHING AND EVALUATION METHODS  
ARE APPENDED TO THE GUIDE, ALONG  
WITH BRIEF DEFINITIONS OF NORM AND  
CRITERION TESTS. SAMPLE LESSON  
PLANS FOR USE BY THE INSTRUCTOR ARE  
ALSO APPENDED. LISTS OF BOOKS AND  
MAGAZINE AND FILM RESOURCES  
COMPLETE THE DOCUMENT. (NJ)

VT 102 454  
HEALTH OCCUPATIONS. INSTRUCTIONAL  
SYSTEM DEVELOPMENT MODEL FOR  
VERMONT AREA VOCATIONAL CENTERS.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; VERMONT STATE  
DEPT. OF EDUCATION, MONTPELIER.  
DIV. OF VOCATIONAL-TECHNICAL  
EDUCATION.  
MF AND HC AVAILABILITY WILL BE

ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 175P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*SECONDARY EDUCATION; \*HEALTH  
OCCUPATIONS; \*INSTRUCTIONAL  
SYSTEMS; TEACHING GUIDES; STUDY  
GUIDES  
IDENTIFIERS - VERMONT

ABSTRACT - THIS CURRICULUM GUIDE  
PRESENTS A SUGGESTED OUTLINE FOR  
TEACHING HEALTH OCCUPATIONS IN  
SECONDARY SCHOOLS IN VERMONT. IT  
CONSISTS OF TWO TYPES OF FORMS FOR  
EACH OF THE TWENTY UNITS. THE FIRST  
IS A FIVE-COLUMN SHEET FOR STUDENTS  
WHICH INCLUDES A CONCEPT STATEMENT  
GIVING THE REASON WHY THE UNIT IS  
NECESSARY; THE BEHAVIORAL OBJECTIVE  
STATING WHAT THE STUDENT WILL BE  
REQUIRED TO KNOW, DO, OR FEEL AFTER  
THE COMPLETION OF THE UNIT OR  
SUBUNIT; SUGGESTED LEARNING  
ACTIVITIES TO ENABLE THE STUDENT TO  
MEET THE CRITERIA OF THE BEHAVIORAL  
OBJECTIVE; SUGGESTED TEACHER  
RESOURCE NEEDS LISTING REQUIRED  
MATERIALS, SUPPLIES, AND  
REFERENCES; AND SUGGESTED  
EVALUATION. A THREE-COLUMN SHEET  
FOR TEACHER USE PRESENTS THE  
OBJECTIVE DERIVED FROM THE TERMINAL  
BEHAVIORAL OBJECTIVE FOUND ON THE  
FIVE-COLUMN SHEET, THE LESSON OR  
UNIT PLAN CONSISTING OF METHODS AND  
SEQUENCE OF INSTRUCTION, AND  
BIBLIOGRAPHY OF MATERIAL RESOURCES  
FOR PREPARING THE UNIT LESSON.  
APPENDED ARE EVALUATION INFORMATION  
AND INSTRUMENTS, GLOSSARIES,  
REFERENCES, AND ADDRESSES FOR  
ORDERING AUDIOVISUAL AIDS.  
(AUTHOR/LJ)

VT 102 455  
AUTO BODY. INSTRUCTIONAL SYSTEM  
DEVELOPMENT MODEL FOR VERMONT AREA  
VOCATIONAL CENTERS.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; VERMONT STATE  
DEPT. OF EDUCATION, MONTPELIER.  
DIV. OF VOCATIONAL-TECHNICAL  
EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 74P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*AUTO BODY REPAIRMEN; LEARNING  
ACTIVITIES; \*TRADE AND INDUSTRIAL  
EDUCATION; \*SECONDARY EDUCATION;  
\*INSTRUCTIONAL SYSTEMS; TEACHING  
GUIDES; STUDY GUIDES  
IDENTIFIERS - VERMONT

ABSTRACT - THIS MODEL CURRICULUM  
GUIDE WAS DEVELOPED TO TEACH AUTO  
BODY REPAIR IN SECONDARY SCHOOLS IN  
VERMONT. FROM A NEEDS ASSESSMENT OF  
THE OCCUPATIONAL OPPORTUNITIES IN  
AUTOMOTIVE SERVICES IN THE STATE, A  
GROUP OF SELECTED OCCUPATIONS WERE  
ANALYZED FOR SKILL CONTENT AND  
TRANSLATED INTO THE CURRICULUM  
CONTENT. THE GUIDE CONSISTS OF 14  
UNITS, EACH WITH STUDENT AND  
INSTRUCTOR FORMS. A CONCEPT  
STATEMENT, BEHAVIORAL OBJECTIVE,  
LEARNING ACTIVITIES, SUGGESTED  
RESOURCES, AND EVALUATION COMPOSE  
THE STUDENT FORM. AMONG THE TOPICS  
COVERED IN THE UNITS ARE: SHEET  
METAL REPAIR, WELDING, BODY  
FILLING, PANEL REPLACEMENT,  
REFINISHING, BODY-FRAME CORRECTION,  
ESTIMATING, AND UPHOLSTERY AND  
TRIM. APPENDED TO THE GUIDE ARE A  
BIBLIOGRAPHY, LIST OF POSSIBLE  
RESOURCES, DISCUSSION OF NORM AND  
CRITERION TESTS WITH SAMPLES, AND  
EXPLANATION OF THE INSTRUCTIONAL  
FORMS. GLOSSARIES OF THE TEACHING  
AND EVALUATION METHODS REFERRED TO  
IN THE LESSONS ARE ALSO APPENDED.  
(NJ)

VT 102 456

AUTO MECHANICS. INSTRUCTIONAL  
SYSTEM DEVELOPMENT MODEL FOR  
VERMONT AREA VOCATIONAL CENTERS.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; VERMONT STATE  
DEPT. OF EDUCATION, MONTPELIER.  
DIV. OF VOCATIONAL-TECHNICAL  
EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 193P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*AUTO MECHANICS (OCCUPATION);  
\*SECONDARY EDUCATION; LEARNING  
ACTIVITIES; \*TRADE AND INDUSTRIAL

EDUCATION; \*INSTRUCTIONAL SYSTEMS;  
TEACHING GUIDES; STUDY GUIDES  
IDENTIFIERS - VERMONT

ABSTRACT - THIS MODEL CURRICULUM  
GUIDE WAS DEVELOPED TO TEACH  
AUTOMOTIVE MECHANICS IN SECONDARY  
SCHOOLS IN VERMONT. IT IS COMPOSED  
OF A SERIES OF UNITS RELATED TO  
TASKS IDENTIFIED AS SKILLS,  
CONCEPTS, AND VALUES, WHICH ARE  
STATED IN BEHAVIORAL TERMS,  
SUPPORTED BY SUGGESTED LEARNING  
ACTIVITIES, REINFORCED BY TEACHER  
RESOURCE NEEDS AND SUGGESTED  
EVALUATION CRITERIA OR METHODS. A  
TEACHER PLANNING DOCUMENT IS  
PROVIDED FOR EACH UNIT, INCLUDING  
OBJECTIVES, LESSON OR UNIT PLAN,  
AND SUGGESTED BIBLIOGRAPHY OF  
MATERIAL RESOURCES. RELATED SHEETS  
AND SHOP JOB SHEETS ACCOMPANY THE  
UNITS. A BIBLIOGRAPHY AND LISTS OF  
AUDIOVISUAL AND OTHER REFERENCE  
MATERIALS ARE APPENDED TO THE  
DOCUMENT. ALSO INCLUDED IN THE  
APPENDIX IS INFORMATION ABOUT  
CRITERION TESTING AND TEACHING AND  
EVALUATION METHODS. (NJ)

VT 102 457

LARSON, C.G.; AND OTHERS  
DISTRIBUTIVE OCCUPATIONS PROGRAM  
MANAGEMENT SYSTEM. CAREER  
DEVELOPMENT PROGRAMS.

SAN MATEO UNION HIGH SCHOOL  
DISTRICT, CALIF.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 43P.; RELATED  
DOCUMENTS VT 102 457 THROUGH VT 102  
459 IN THIS ISSUE.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*DISTRIBUTIVE EDUCATION;  
\*MANAGEMENT SYSTEMS; RESOURCE  
GUIDES; \*COURSE ORGANIZATION;  
CAREER EDUCATION; COOPERATIVE  
PROGRAMS; WORK EXPERIENCE PROGRAMS;  
BEHAVIORAL OBJECTIVES; PROGRAM  
EVALUATION; RETAILING; BUSINESS  
EDUCATION; SENIOR HIGH SCHOOLS

ABSTRACT - THE DISTRIBUTIVE  
OCCUPATIONS MANAGEMENT SYSTEM IS  
DESIGNED TO ASSIST THE PROGRAM  
TEACHERS IN THE ORGANIZATION AND

MANAGEMENT OF THE PROGRAM. IT INCLUDES MEASURABLE OBJECTIVES WHICH DETAIL THE RESPONSIBILITIES OF THE TEACHER AND STUDENTS. A BROAD RANGE OF LEARNING EXPERIENCES IN SEVERAL DISTRIBUTIVE OCCUPATIONS ARE PROVIDED. SPECIFIC UNITS ARE PRESENTED WHICH COVER ENTRY-LEVEL SKILL DEVELOPMENT FOR THE COMMON CORE ELEMENTS ESSENTIAL TO BUSINESS AND DISTRIBUTIVE OCCUPATIONS, GROCERY STORE OCCUPATIONS, AND DEPARTMENT STORE OCCUPATIONS. A COOPERATIVE WORK EXPERIENCE PROGRAM PROVIDES TRANSITIONAL SALES AND TRAINING EXPERIENCES LEADING TO POST HIGH SCHOOL EMPLOYMENT OR TO ADVANCED TRAINING. THE OBJECTIVES IN THIS MANAGEMENT SYSTEM ARE ARRANGED INTO NINE-WEEK FRAMES TO FACILITATE THE COLLECTION OF EVALUATION DATA AT THE SAME TIME AS STUDENT GRADES ARE ISSUED. (AUTHOR/NJ)

#### VT 102 458

LARSON, C.G.; AND OTHERS  
GENERAL AND VOCATIONAL WORK  
EXPERIENCE EDUCATION PROGRAMS.  
MANAGEMENT SYSTEM. CAREER  
DEVELOPMENT PROGRAMS.

SAN MATEO UNION HIGH SCHOOL  
DISTRICT, CALIF.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 39P.; RELATED  
DOCUMENTS VT 102 457 THROUGH VT 102  
459 IN THIS ISSUE.

DESCRIPTORS - \*WORK EXPERIENCE  
PROGRAMS; \*MANAGEMENT SYSTEMS;  
\*VOCATIONAL EDUCATION; CURRICULUM  
GUIDES; RESOURCE GUIDES; BEHAVIORAL  
OBJECTIVES; COURSE ORGANIZATION;  
PROGRAM EVALUATION; CAREER  
EDUCATION; SENIOR HIGH SCHOOLS;  
\*EDUCATIONAL ACCOUNTABILITY

ABSTRACT - THIS GUIDE WAS DESIGNED  
TO SERVE DUAL FUNCTIONS: (1) AS THE  
PLAN FOR THE ADMINISTRATION AND  
OPERATION OF A WORK EXPERIENCE  
PROGRAM FOR THE SAN MATEO UNION  
HIGH SCHOOL DISTRICT FOR 1975-1980,  
AND (2) TO ASSIST THE STAFF AT ALL  
LEVELS IN THE DAILY ORGANIZATION  
AND MANAGEMENT OF WORK EXPERIENCE

PROGRAMS. THIS SYSTEM DEFINES THE  
LINES OF ACCOUNTABILITY AT ALL  
STAFF LEVELS, INCLUDING THE WORK  
EXPERIENCE EDUCATION TEACHER,  
PRINCIPAL, AND SUPERINTENDENT OF  
SCHOOLS. THE FORMAT PROVIDES  
MEASURABLE OBJECTIVES, STATED IN  
PERFORMANCE TERMS, WHICH OUTLINES  
THE RESPONSIBILITIES OF THE  
TEACHER/COORDINATOR AND THE  
STUDENTS. THE OBJECTIVES OUTLINED  
FOR BOTH THE TEACHER/COORDINATOR  
AND THE STUDENTS ARE ARRANGED IN  
TWO 18-WEEK TIME FRAMES TO  
FACILITATE THE COLLECTION OF  
EVALUATION DATA. THE PROGRAM IS  
DESIGNED TO ACCOMMODATE STUDENTS AT  
EITHER THE EXPLORATORY,  
PREVOCATIONAL, OR VOCATIONAL  
PREPARATION LEVEL. (AUTHOR/NJ)

#### VT 102 459

LARSON, C.G.; AND OTHERS  
SCHOOL/COMMUNITY SERVICE PROGRAM  
MANAGEMENT SYSTEM. CAREER  
DEVELOPMENT PROGRAMS.

SAN MATEO UNION HIGH SCHOOL  
DISTRICT, CALIF.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 34P.; RELATED  
DOCUMENTS VT 102 457 THROUGH VT 102  
459 IN THIS ISSUE.

DESCRIPTORS - \*SCHOOL COMMUNITY  
PROGRAMS; \*MANAGEMENT SYSTEMS;  
\*STUDENT VOLUNTEERS; \*CURRICULUM  
GUIDES; CAREER EDUCATION;  
BEHAVIORAL OBJECTIVES; PROGRAM  
EVALUATION; SENIOR HIGH SCHOOLS

ABSTRACT - SCHOOL/COMMUNITY SERVICE  
IS A STUDENT VOLUNTEER PROGRAM THAT  
IS PART OF THE CAREER DEVELOPMENT  
PROGRAMS OF THE SAN MATEO UNION  
HIGH SCHOOL DISTRICT. THE PURPOSE  
OF THE PROGRAM IS TO ASSIST  
STUDENTS TO VOLUNTEER THEIR  
SERVICES TO SCHOOLS AND TO APPROVED  
COMMUNITY AGENCIES UNDER ADULT  
GUIDANCE AND SUPERVISION. THE  
SCHOOL/COMMUNITY SERVICE PROGRAM  
MANAGEMENT SYSTEM IS DESIGNED TO  
ASSIST THE LOCAL SCHOOL  
TEACHER/COORDINATOR IN THE  
ORGANIZATION AND MANAGEMENT OF THE  
PROGRAM. IT INCLUDES MEASURABLE



OBJECTIVES WHICH DETAIL THE RESPONSIBILITIES OF THE TEACHER/COORDINATOR AND THE STUDENTS. THE PROGRAM USES A METHOD OF INSTRUCTION THAT INVOLVES COOPERATIVE EFFORTS OF SCHOOLS AND VOLUNTEER COMMUNITY AGENCIES. STUDENTS ENROLLED IN THIS PROGRAM MAY VOLUNTEER THEIR SERVICES AS: COMMUNITY AIDES, INSTRUCTIONAL AIDES, OR SCHOOL SERVICE AIDES. (AUTHOR/NJ)

#### VT 102 460

DI TARANTO, THOMAS  
AUTO BODY. AN ADAPTIVE AND DEVELOPMENTAL PROGRAM FOR SPECIAL NEEDS STUDENTS. TEACHERS' GUIDE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BUILDING 4103-KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. (\$2.00 EA.)

PUB DATE - OCT75 44P.; RELATED DOCUMENTS VT 102 421, VT 102 433, VT 102 434, VT 102 443 THROUGH VT 102 451, AND VT 102 460 IN THIS ISSUE.

DESCRIPTORS - \*TEACHING GUIDES; \*SPECIAL EDUCATION; \*HIGH SCHOOL STUDENTS; LEARNING ACTIVITIES; SCHOOL SHOPS; \*AUTO BODY REPAIRMEN; EMPLOYMENT QUALIFICATIONS; SENIOR HIGH SCHOOLS

ABSTRACT - THIS TEACHER'S MANUAL FOR A HIGH SCHOOL LEVEL AUTO BODY PROGRAM, PROVIDES LEARNING ACTIVITIES FOR THE SPECIAL NEEDS STUDENT. THE PROGRAM WAS DEVELOPED TAKING INTO CONSIDERATION THE ABILITIES OF THE STUDENTS SO THAT LEARNING ACTIVITIES ARE WITHIN THE GRASP OF THE STUDENT, SUCCESSFUL ACHIEVEMENT IS POSSIBLE, AND STUDENTS ARE DEVELOPED TO A LEVEL WHERE THEY CAN MEET THE WORKING STANDARDS OF THE TRADE AND BECOME EMPLOYABLE. EIGHTEEN UNITS ARE

PRESENTED EACH INCLUDING PERFORMANCE OBJECTIVES, BASIC CONTENT, AND SUGGESTED ACTIVITIES FOR SHOP PRACTICE AND THE CLASSROOM. ALSO PRESENTED ARE A STUDENT PROGRESS CHART AND STUDENT VOCATIONAL INVENTORY. (LJ)

#### VT 102 461

CAREER EDUCATION RESOURCE GUIDE FOR CHEMISTRY.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - 74 136P.

DESCRIPTORS - \*CHEMISTRY; \*RESOURCE GUIDES; \*CAREER EDUCATION; \*LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; SENIOR HIGH SCHOOLS IDENTIFIERS - LOUISIANA

ABSTRACT - THE ACTIVITIES COMPRISING THIS CAREER EDUCATION RESOURCE GUIDE EXPLORE CAREERS IN CHEMISTRY OR CHEMISTRY-RELATED FIELDS WITH LIMITED TREATMENT GIVEN TO OTHER SCIENCE-RELATED OCCUPATIONS. UNITS PROVIDING A GENERAL FRAMEWORK OF CHEMICAL PRINCIPLES AND RELATED ACTIVITIES ALTERNATE WITH THE CAREER UNITS. THE CAREER CONCEPTS MOST APPLICABLE TO EACH UNIT ARE GIVEN WITH THE UNIT. THE ACQUISITION OF CAREER-ENTRY SKILLS, STATE V OF THE LOUISIANA STATE PLAN FOR CAREER EDUCATION IS EMPHASIZED. INFORMATION AND EXPERIENCE BUILT INTO THE CURRICULUM AND INTO THE CAREER EDUCATION ACTIVITIES ARE INTENDED TO HELP THE STUDENT ACQUIRE THESE CAREER-ENTRY SKILLS. A LIST OF THESE SKILLS IS GIVEN FOR EACH UNIT. (AUTHOR/NJ)

#### VT 102 462

CAREER EDUCATION RESOURCE GUIDE FOR PHYSICS. BULLETIN NO. 1352 (TENTATIVE).

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - 74 49P.



**DESCRIPTORS - \*RESOURCE GUIDES;  
\*PHYSICS; \*CAREER EDUCATION;  
\*LEARNING ACTIVITIES; \*SENIOR HIGH  
SCHOOLS; CURRICULUM; HOBBIES  
IDENTIFIERS - LOUISIANA**

**ABSTRACT - THIS CAREER EDUCATION  
RESOURCE GUIDE INTERGRATES LEARNING  
ACTIVITIES IN BASIC PHYSICS WITH AN  
EXPLORATION OF CAREERS IN PHYSICS  
OR RELATED FIELDS. THE GUIDE IS  
KEYED TO THE PHYSICS TEXTBOOKS AND  
LABORATORY MANUALS ADOPTED BY THE  
LOUISIANA STATE DEPARTMENT OF  
EDUCATION IN 1973. THE FIELD OF  
PHYSICS IS DIVIDED INTO SIX SUBJECT  
AREAS: (1) THE DESCRIPTION OF  
MOTION, (2) MECHANICS, (3)  
THERMODYNAMICS, (4) WAVES, (5)  
ELECTRICITY AND MAGNETISM, AND (6)  
MODERN PHYSICS. FOR EACH SUBJECT  
AREA, A SUBJECT GUIDE, SUGGESTED  
OBJECTIVES, AND CAREER EXPLORATION  
ACTIVITIES ARE GIVEN. THE SUBJECT  
GUIDE ATTEMPTS TO KEEP THE  
CURRICULUM MATERIAL IN PERSPECTIVE.  
THE SUGGESTED OBJECTIVES ARE  
REFERENCED, WHERE POSSIBLE, TO  
EXPERIMENTS IN THE LABORATORY  
MANUALS ON THE STATE ADOPTED LIST.  
THE CAREER EXPLORATION ACTIVITIES  
CENTER AROUND CAREERS AND HOBBIES  
THAT ARE RELATED TO THAT PARTICULAR  
AREA OF PHYSICS. AN INTRODUCTORY  
CAREER ACTIVITY UNIT PRECEDES THE  
SIX SUBJECT AREAS AND A CULMINATING  
CAREER ACTIVITY UNIT FOLLOWS. THE  
APPENDIXES INCLUDE A CLASSIFIED  
LIST OF PHYSICS-RELATED HOBBIES AND  
CAREERS. (AUTHOR/NJ)**

**VT 102 463  
CAREER EDUCATION RESOURCE GUIDE FOR  
BIOLOGY. WORKING DRAFT.**

**LOUISIANA STATE DEPT. OF EDUCATION,  
BATON ROUGE.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 74 64P.**

**DESCRIPTORS - \*BIOLOGY; \*RESOURCE  
GUIDES; \*SENIOR HIGH SCHOOLS;  
\*CAREER EDUCATION; \*LEARNING  
ACTIVITIES  
IDENTIFIERS - LOUISIANA**

**ABSTRACT - THIS RESOURCE GUIDE  
INTEGRATES LEARNING ACTIVITIES IN  
BIOLOGICAL SCIENCE WITH AN  
EXPLORATION OF CAREERS IN BIOLOGY  
OR RELATED FIELDS. THE MATERIALS  
ARE DIVIDED INTO SEVEN UNITS: TOOLS  
OF THE SCIENTIST, BASIS FOR LIFE,  
DIVERSITY, STRUCTURE AND FUNCTION,  
CONTINUITY, EVOLUTION, AND  
ECOLOGICAL CONCEPTS. EACH UNIT IS  
DISCUSSED BY SUBDIVIDING THE  
INFORMATION OR IDEAS INTO  
CATEGORIES OF CONTENT OUTLINE,  
SUGGESTED CURRICULUM ACTIVITIES,  
OCCUPATIONAL CLUSTERS, CAREER  
ACTIVITIES AND CAREERS RELATED TO  
BIOLOGY. CAREER ACTIVITIES MAY OR  
MAY NOT RELATE TO THE SPECIFIC  
SUBJECT MATTER BY WHICH IT APPEARS.  
THE CONTENT OUTLINE SUGGESTS A  
POSSIBLE SEQUENCE FOR COVERING  
MATERIALS WHILE THE ACTIVITY COLUMN  
SUGGESTED EXERCISES THAT COULD  
EFFECTIVELY BY USED WITH EACH UNIT  
OR SUBUNIT. (AUTHOR/NJ)**

**VT 102 464  
CAREER EDUCATION GUIDE FOR EARTH  
SCIENCE 7-9. (TENTATIVE.)**

**LOUISIANA STATE DEPT. OF EDUCATION,  
BATON ROUGE.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 74 76P.**

**DESCRIPTORS - \*EARTH SCIENCE;  
\*RESOURCE GUIDES; \*JUNIOR HIGH  
SCHOOLS; \*CAREER EDUCATION;  
\*LEARNING ACTIVITIES; OCCUPATIONAL  
INFORMATION; OCCUPATIONAL CLUSTERS  
IDENTIFIERS - LOUISIANA**

**ABSTRACT - THIS RESOURCE GUIDE  
CONSISTS OF LEARNING ACTIVITIES IN  
EARTH SCIENCE FOR STUDENTS AT THE  
LEVEL OF JUNIOR HIGH SCHOOL. THE  
SUBJECT MATTER IS DIVIDED INTO  
THREE MAJOR TOPICS--ASTRONOMY, THE  
EARTH, AND EARTH'S WEATHER--WHICH  
ARE SUBDIVIDED INTO MAJOR  
DIVISIONS. THE MAJOR DIVISIONS ARE  
PROVIDED WITH SUGGESTED LEARNING  
ACTIVITIES. CAREER-RELATED  
ACTIVITIES, REFERENCED TO THE  
OCCUPATIONAL CATEGORIES TO WHICH  
THEY APPLY, ARE ALSO INCLUDED. ALSO  
INCLUDED IS A LISTING OF CAREERS**

RELATED TO EARTH SCIENCE AREAS. A CHECK LIST IS PROVIDED IN THE CAREER EVALUATION GUIDE FROM WHICH ANY JOB CAN BE APPRAISED IN TERMS OF THE MORE IMPORTANT CONSIDERATIONS IN EVALUATING A POTENTIAL AREA. APPENDED IS A LISTING OF BOOKS, PERIODICALS, FILMS AND OTHER AIDS WHICH HAVE BEEN CATEGORIZED AS CURRICULUM OR CAREER-RELATED REFERENCES. ALSO WITHIN THE APPENDIX IS A LISTING OF ALL THE MATERIALS ON THE LOUISIANA STATE ADOPTED LIST OF TEXTUAL MATERIALS. (AUTHOR/NJ)

**VT 102 465**  
CAREER ORIENTED CURRICULUM GUIDE FOR VOCATIONAL AGRICULTURE/AGRIBUSINESS. BULLETIN NO. 1304.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 160P.

DESCRIPTORS - \*VOCATIONAL AGRICULTURE; \*AGRIBUSINESS; \*CURRICULUM GUIDES; \*SENIOR HIGH SCHOOLS; AGRICULTURAL MACHINERY; LIVESTOCK; FORESTRY; SOIL CONSERVATION; ORNAMENTAL HORTICULTURE  
IDENTIFIERS - LOUISIANA

ABSTRACT - THIS CURRICULUM GUIDE CONSISTS OF THREE COURSES OF STUDY IN VOCATIONAL AGRICULTURE AT THREE DIFFERENT LEVELS. THE BASIC PROGRAMS OF STUDY IN AGRICULTURE I AND II EMPHASIZE AGRICULTURAL SCIENCES, LEADERSHIP, AND EXPLORATORY WORK IN FARMING AND OFF-FARM AGRICULTURAL CAREERS. THE UNITS OF STUDY ARE COMPOSED OF GOALS, PERFORMANCE OBJECTIVES, SUGGESTED ACTIVITIES, AND INSTRUCTIONAL MATERIALS. THE COURSE OF STUDY FOR AGRICULTURE III AND AGRIBUSINESS IV OFFERS MORE SPECIALIZED AND ADVANCED TRAINING. THE MAJOR TOPICS ARE: FARM MACHINERY SALES AND SERVICE, FARM SUPPLIES AND EQUIPMENT, LIVESTOCK AND POULTRY, CROPS, FORESTRY, AND SOIL CONSERVATION, ORNAMENTAL

HORTICULTURE, WILDLIFE AND RECREATION, FARM SERVICES, AND AGRICULTURAL SERVICE. THESE MAJOR TOPICS ARE FURTHER SUBDIVIDED INTO UNITS CONSISTING OF GOALS, PERFORMANCE OBJECTIVES, SUGGESTED ACTIVITIES, AND INSTRUCTIONAL MATERIALS. (NJ)

**VT 102 466**  
NUSCHLER, ALEXANDRA; AND OTHERS  
GENERAL MATHEMATICS: PART I.  
MATHEMATICS CURRICULUM GUIDE (CAREER ORIENTED). BULLETIN NO. 1270.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - MAY74 63P.; RELATED DOCUMENTS VT 102 466 THROUGH VT 102 470 IN THIS ISSUE.

DESCRIPTORS - \*MATHEMATICS; \*CAREER EDUCATION; \*SECONDARY EDUCATION; \*CURRICULUM GUIDES; LEARNING ACTIVITIES; ARITHMETIC; GEOMETRY; MEASUREMENT; STATISTICS; CONTINUOUS PROGRESS PLAN  
IDENTIFIERS - LOUISIANA

ABSTRACT - THIS CURRICULUM GUIDE FOR SECONDARY LEVEL, PART I, CORRELATES PERFORMANCE OBJECTIVES IN BASIC MATHEMATICS WITH CAREER-ORIENTED CONCEPTS AND ACTIVITIES. THE MATERIAL IS DESIGNED TO LEAD THE STUDENT IN A SYSTEMATIC DEVELOPMENT THAT PROVIDES FOR CONTINUOUS PROGRESS. THE GUIDE IS IN OUTLINE FORMAT, AND IS DIVIDED INTO THE MAIN TOPIC AREAS OF DEVELOPMENTAL ARITHMETIC, INTRODUCTION TO ALGEBRA, GEOMETRY, MEASUREMENT, INTRODUCTION TO STATISTICS, AND ENRICHMENT TOPICS. (NJ)

**VT 102 467**  
NUSCHLER, ALEXANDRA; AND OTHERS  
GENERAL MATHEMATICS: PART II.  
MATHEMATICS CURRICULUM GUIDE (CAREER ORIENTED). BULLETIN NO. 1281.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - MAY74 91P.; RELATED  
DOCUMENTS VT 102 466 THROUGH VT 102  
470 IN THIS ISSUE.

DESCRIPTORS - \*MATHEMATICS;  
\*CURRICULUM GUIDES; \*SECONDARY  
EDUCATION; \*CAREER EDUCATION;  
LEARNING ACTIVITIES; ARITHMETIC;  
ALGEBRA; GEOMETRY; PRACTICAL  
MATHEMATICS; \*CONTINUOUS PROGRESS  
PLAN  
IDENTIFIERS - LOUISIANA

ABSTRACT - THIS CURRICULUM GUIDE  
FOR SECONDARY LEVEL, PART II,  
CORRELATES PERFORMANCE OBJECTIVES  
IN BASIC MATHEMATICS WITH CAREER-  
ORIENTED CONCEPTS AND ACTIVITIES.  
THE MATERIAL IS DESIGNED TO LEAD  
THE STUDENT IN A SYSTEMATIC  
DEVELOPMENT THAT PROVIDES FOR  
CONTINUOUS PROGRESS. THE GUIDE IS  
IN OUTLINE FORMAT, AND IS DIVIDED  
INTO THE TOPIC HEADINGS OF  
REFRESHER ARITHMETIC AND ALGEBRA,  
INFORMAL GEOMETRY, MATHEMATICS  
RELATED TO SHOP, TO CONSTRUCTION,  
TO NURSING, TO HOMEMAKING, TO  
SPORTS, TO TRAVEL, AND MATHEMATICS  
FOR ELECTRICIANS. (NJ)

VT 102 468

OHMER, MERLIN M.; AND OTHERS  
ALGEBRA II. MATHEMATICS CURRICULUM  
GUIDE (CAREER ORIENTED).  
BULLETINNO. 1283.

LOUISIANA STATE DEPT. OF EDUCATION,  
BATON ROUGE.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - MAY74 59P.; RELATED  
DOCUMENTS VT 102 466 THROUGH VT 102  
470 IN THIS ISSUE.

DESCRIPTORS - \*ALGEBRA; \*CURRICULUM  
GUIDES; \*SECONDARY EDUCATION;  
\*CAREER EDUCATION; LEARNING  
ACTIVITIES; MATHEMATICAL  
APPLICATIONS  
IDENTIFIERS - LOUISIANA

ABSTRACT - THIS CURRICULUM GUIDE  
FOR ALGEBRA II CORELATES ALGEBRAIC  
CONCEPTS WITH CAREER-ORIENTED  
CONCEPTS AND ACTIVITIES. THE

CURRICULUM OUTLINE FORMAT GIVES THE  
CONCEPTS TO BE TAUGHT, MATCHED WITH  
PERFORMANCE OBJECTIVES, CAREER  
CONCEPTS, AND SUGGESTED  
INSTRUCTIONAL ACTIVITIES IN FACING  
PAGE LAYOUTS. THE SUGGESTED  
CURRICULUM OUTLINE IS COMPATIBLE  
WITH ALL BOOKS ON THE APPROVED  
TEXTBOOK LISTS FOR LOUISIANA. THE  
OUTLINE IS DIVIDED INTO THE MAJOR  
HEADINGS OF REVIEW OF SETS AND THE  
REAL NUMBER SYSTEM; EQUATIONS AND  
INEQUALITIES; COMPLEX NUMBER  
SYSTEM; RELATIONS, FUNCTIONS, AND  
CONIC SECTIONS; EXPONENTIAL AND  
LOGARITHMIC FUNCTIONS;  
PERMUTATIONS, COMBINATIONS, AND  
PROBABILITY; AND INTRODUCTORY  
TRIGONOMETRY. (NJ)

VT 102 469

NUSCHLER, ALEXANDRA; AND OTHERS  
GEOMETRY. MATHEMATICS CURRICULUM  
GUIDE (CAREER ORIENTED). BULLETIN  
NO. 1280.

LOUISIANA STATE DEPT. OF EDUCATION,  
BATON ROUGE.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - MAY74 55P.; RELATED  
DOCUMENTS VT 102 466 THROUGH VT 102  
470 IN THIS ISSUE.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*SECONDARY EDUCATION; \*GEOMETRY;  
\*CAREER EDUCATION; LEARNING  
ACTIVITIES; MATHEMATICAL  
APPLICATIONS  
IDENTIFIERS - LOUISIANA

ABSTRACT - THIS CURRICULUM GUIDE  
CORRELATES CONCEPTS IN GEOMETRY  
WITH CAREER-ORIENTED CONCEPTS AND  
ACTIVITIES. THE CURRICULUM OUTLINE  
FORMAT GIVES THE CONCEPTS TO BE  
TAUGHT, MATCHED WITH PERFORMANCE  
OBJECTIVES, CAREER CONCEPTS, AND  
SUGGESTED INSTRUCTIONAL ACTIVITIES  
IN FACING PAGE LAYOUTS. THE  
SUGGESTED CURRICULUM OUTLINE IS  
COMPATIBLE WITH ALL BOOKS ON THE  
APPROVED TEXTBOOK LIST FOR  
LOUISIANA. THE OUTLINE IS DIVIDED  
INTO THE MAJOR SECTIONS OF ELEMENTS  
OF GEOMETRY, INTRODUCTION TO PROOF,  
LINES AND PLANES, CONGRUENCE,  
POLYGONS, CIRCLES, SIMILARITY,

TRIGONOMETRY, PLANE COORDINATE GEOMETRY, AND SOLID FIGURES. (NJ)

**VT 102 470**

NUSCHLER, ALEXANDRA; AND OTHERS  
BUSINESS MATHEMATICS. MATHEMATICS  
CURRICULUM GUIDE (CAREER ORIENTED).  
BULLETIN NO. 1279.

LOUISIANA STATE DEPT. OF EDUCATION,  
BATON ROUGE.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - MAY74 42P.; RELATED  
DOCUMENTS VT 102 466 THROUGH VT 102  
470 IN THIS ISSUE.

DESCRIPTORS - \*PRACTICAL  
MATHEMATICS; \*BUSINESS SUBJECTS;  
\*CAREER EDUCATION; \*SECONDARY  
EDUCATION; LEARNING ACTIVITIES;  
\*CURRICULUM GUIDES  
IDENTIFIERS - LOUISIANA

ABSTRACT - THIS CURRICULUM GUIDE  
CORRELATES CONCEPTS IN BUSINESS  
MATHEMATICS WITH CAREER-ORIENTED  
CONCEPTS AND ACTIVITIES. THE  
CURRICULUM OUTLINE FORMAT GIVES THE  
CONCEPTS TO BE TAUGHT, MATCHED WITH  
PERFORMANCE OBJECTIVES, CAREER  
CONCEPTS, AND SUGGESTED  
INSTRUCTIONAL ACTIVITIES IN FACING  
PAGE LAYOUTS. THE OUTLINE IS  
DIVIDED INTO THE MAJOR SECTIONS OF  
FUNDAMENTAL ARITHMETIC, CONSUMER  
MATHEMATICS, RETAILING, MATHEMATICS  
OF FINANCE AND INVESTMENT, TAXES  
AND INSURANCE, AND BUSINESS GRAPHS  
AND RECORDS. (NJ)

**VT 102 471**

CAREER INFORMATION: BUSINESS AND  
OFFICE OCCUPATIONS. REVISED.

AMERICAN VOCATIONAL ASSOCIATION,  
WASHINGTON, D.C. BUSINESS AND  
OFFICE EDUCATION DIV.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUBLICATION SALES, AMERICAN  
VOCATIONAL ASSOCIATION, 1510 H  
STREET, N.W., WASHINGTON, D.C.  
20005. (ORDER NO. 64375R, \$1.00  
EA.; 10% DISCOUNT ON ORDERS OF 10  
OR MORE.)  
PUB DATE - JUL70 31P.

DESCRIPTORS - \*BIBLIOGRAPHIES;  
\*BUSINESS EDUCATION; \*OFFICE  
OCCUPATIONS EDUCATION;  
\*OCCUPATIONAL INFORMATION; RESOURCE  
MATERIALS; OCCUPATIONAL GUIDANCE;  
INFORMATION SOURCES

ABSTRACT - THIS BIBLIOGRAPHY OF  
CAREER INFORMATION LISTS  
PUBLICATIONS IN BUSINESS AND OFFICE  
OCCUPATIONS AVAILABLE FROM MAY 1969  
THROUGH MAY 1974. IT WAS DESIGNED  
TO ASSIST GUIDANCE AND BUSINESS AND  
OFFICE EDUCATION PERSONNEL TO  
SECURE RELEVANT, PUBLISHED CAREER  
INFORMATION. FOR EACH PUBLICATION  
INCLUDED, INFORMATION IS GIVEN  
ABOUT THE TYPE, YEAR OF  
PUBLICATION, NUMBER OF PAGES,  
PRICE, AND LEVEL OF VOCABULARY. IN  
ADDITION, THE PUBLICATIONS ARE  
RATED ACCORDING TO THE NATIONAL  
VOCATIONAL GUIDANCE ASSOCIATION  
CATEGORIES ON OVERALL ADEQUACY. THE  
ORGANIZATION OF THE BIBLIOGRAPHY IS  
BY GENERAL AREAS, SUCH AS  
ACCOUNTING AND COMPUTING, DATA  
PROCESSING, OFFICE MACHINES,  
INFORMATION COMMUNICATION,  
MATERIALS SUPPORT, PERSONNEL, AND  
SUPERVISORY AND ADMINISTRATIVE  
MANAGEMENT. LISTS OF GENERAL CAREER  
PUBLICATIONS, CAREER REFERENCE  
MATERIALS, AND PUBLISHERS ARE ALSO  
INCLUDED. (NJ)

**VT 102 472**

WEISHAN, ROBERT J.; DRAKE, MATTHIAS  
C.  
COMMUNITY INVOLVEMENT AND THE  
SCHOOLS. THE COMMUNITY AND SCHOOL-  
BASED CAREER EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL EDUCATION.  
NATIONAL INST. OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
DOCUMENT NOT AVAILABLE IN MF OR HC.  
CENTER FOR VOCATIONAL EDUCATION,  
OHIO STATE UNIVERSITY, 1960 KENNY  
ROAD, COLUMBUS, OHIO 43210. (ORDER  
NO. S14I, \$3.00 EA.; COMPLETE SET  
OF SIX, ORDER NO. S14, \$10.00 PER  
SET.)  
PUB DATE - 75 35P.; RELATED  
DOCUMENTS VT 102 472 THROUGH VT 102  
477 IN THIS ISSUE.



**DESCRIPTORS - \*CAREER EDUCATION;  
\*SCHOOL COMMUNITY COOPERATION;  
\*INSERVICE EDUCATION; \*PROGRAM  
DEVELOPMENT; RESOURCE GUIDES;  
\*PRESERVICE EDUCATION**

**ABSTRACT - FIRST OF A SIX-VOLUME PACKAGE, THIS GUIDE INTRODUCES A RESOURCE AND PLANNING PROGRAM FOR SCHOOL PRACTITIONERS RESPONSIBLE FOR INVOLVING THE COMMUNITY IN CAREER EDUCATION. THE PROGRAM DESIGNED FOR USE IN PRESERVICE OR INSERVICE TRAINING OF EDUCATIONAL PERSONNEL, INCLUDES MODELS, REFERENCES, AND SUGGESTIONS FOR DEVELOPING PROGRAMS TO SECURE COMMUNITY SUPPORT AND PARTICIPATION IN CAREER EDUCATION. IN THIS OVERVIEW OF THE PROGRAM, A RATIONALE FOR COMMUNITY INVOLVEMENT IN SCHOOL-BASED CAREER EDUCATION IS PRESENTED. (NJ)**

**VT 102 473**

**REINHART, BRUCE A.; WEISHAN, ROBERT J.**

**ORGANIZING FOR COMMUNITY INVOLVEMENT. THE COMMUNITY AND SCHOOL-BASED CAREER EDUCATION.**

**OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.**

**DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. S14II, \$1.50 EA.; COMPLETE SET OF SIX, ORDER NO. S14, \$10.00 PER SET.)**

**PUB DATE - 75 45P.; RELATED DOCUMENTS VT 102 472 THROUGH VT 102 477 IN THIS ISSUE.**

**DESCRIPTORS - \*SCHOOL COMMUNITY COOPERATION; \*CAREER EDUCATION; MODELS; \*ORGANIZATION; \*INSERVICE EDUCATION; \*PRESERVICE EDUCATION; RESOURCE GUIDES**

**ABSTRACT - THIS DOCUMENT IS PART OF A SIX-VOLUME RESOURCE AND PLANNING GUIDE FOR INVOLVING THE COMMUNITY IN CAREER EDUCATION. IT PRESENTS A MODEL FOR PLANNING, ORGANIZING, AND CONDUCTING STAFF DEVELOPMENT**

**PROGRAMS TO INVOLVE THE COMMUNITY IN SCHOOL-BASED CAREER EDUCATION. THE PROGRAM IS DESIGNED TO BE OF USE TO LOCAL AND STATE EDUCATION AGENCIES AND UNIVERSITY PERSONNEL WHO ARE RESPONSIBLE FOR PLANNING VARIOUS INSERVICE EDUCATION PROGRAMS. THE PROGRAMS AND MATERIALS CAN BE USED IN BOTH PRESERVICE AND INSERVICE ACTIVITIES RELATED TO THE CONTENT AREA OF CAREER EDUCATION. (NJ)**

**VT 102 474**

**SHADE, BARBARA J. PARENTS AND SCHOOL-BASED CAREER EDUCATION. THE COMMUNITY AND SCHOOL BASED CAREER EDUCATION.**

**OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.**

**DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. S14III, \$1.50 EA.; COMPLETE SET OF SIX, ORDER NO. S14, \$10.00 PER SET.)**

**PUB DATE - 75 45P.; RELATED DOCUMENTS VT 102 472 THROUGH VT 102 477 IN THIS ISSUE.**

**DESCRIPTORS - \*CAREER EDUCATION; \*SCHOOL COMMUNITY COOPERATION; \*INSERVICE EDUCATION; \*PARENT PARTICIPATION; \*PRESERVICE EDUCATION; RESOURCE GUIDES**

**ABSTRACT - THIS DOCUMENT IS PART OF A SIX-VOLUME RESOURCE AND PLANNING GUIDE FOR INVOLVING THE COMMUNITY IN CAREER EDUCATION. SPECIFICALLY, THIS GUIDE PRESENTS STRATEGIES, GOALS AND RESOURCES FOR PLANNING AND IMPLEMENTING PROGRAMS DESIGNED TO INVOLVE PARENTS IN SCHOOL-BASED CAREER EDUCATION PROGRAMS. PARENT INVOLVEMENT AS A CONCEPT IS AN EFFORT TO INSURE THAT PARENTS, REGARDLESS OF THEIR SOCIAL OR ECONOMIC POSITION, HAVE THE OPPORTUNITY, THE KNOWLEDGE, AND THE AVAILABLE MECHANISMS TO ASSIST IN THE FORMAL TRAINING EFFORTS OF THEIR CHILDREN. OF PARTICULAR CONCERN IN THIS PAPER IS HOW THIS**



PARTICIPATION, INFLUENCE, OR INTERVENING EFFORT CAN BE USED TO BEST ADVANTAGE TO FURTHER CAREER EDUCATION. THIS GUIDE, ALONG WITH THE FIVE WHICH ACCOMPANY IT, IS DESIGNED TO BE OF USE TO LOCAL AND STATE EDUCATIONAL AGENCIES AND UNIVERSITY PERSONNEL WHO ARE RESPONSIBLE FOR PLANNING VARIOUS INSERVICE EDUCATION PROGRAMS. THE PROGRAMS AND MATERIALS CAN BE USED IN BOTH PRESERVICE AND INSERVICE ACTIVITIES RELATED TO THE CONTENT AREA OF CAREER EDUCATION.  
(AUTHOR/NJ)

**VT 102 475**

LOPEZ-LEE, DAVID M.; WEISHAN, ROBERT J.  
CAREER EDUCATION: ITS IMPLICATION FOR AMERICAN MINORITIES. THE COMMUNITY AND SCHOOL-BASED CAREER EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.  
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.  
DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. S14IV, \$1.50 EA.; COMPLETE SET OF SIX, ORDER NO. S14, \$10.00 PER SET.)

PUB DATE - 75 3BP.; RELATED DOCUMENTS VT 102 472 THROUGH VT 102 477 IN THIS ISSUE.

DESCRIPTORS - MODELS; \*CAREER EDUCATION; \*SCHOOL COMMUNITY COOPERATION; \*MINORITY ROLE; \*INSERVICE EDUCATION; \*PRESERVICE EDUCATION; RESOURCE GUIDES

ABSTRACT - THIS GUIDE IS PART OF A SIX-VOLUME RESOURCE AND PLANNING PROGRAM TO INVOLVE THE COMMUNITY IN CAREER EDUCATION. A MAJOR CONCERN OF MINORITY GROUPS IS ADDRESSED, NAMELY; THAT CAREER EDUCATION WILL PERPETUATE THE INEQUITIES IN THE LABOR MARKET BY REPLACING CORE ACADEMIC SUBJECTS WITH COURSES DESIGNED TO CHANNEL MINORITY GROUP MEMBERS INTO LOWER LEVEL JOBS. A COMMUNITY PARTICIPATION MODEL IS PRESENTED, DESIGNED TO BE

RESPONSIVE TO THE INTERESTS OF MINORITY GROUPS IN THE FORMULATION AND IMPLEMENTATION OF CAREER EDUCATION. THIS GUIDE, ALONG WITH THE FIVE WHICH ACCOMPANY IT, IS DESIGNED FOR USE BY LOCAL AND STATE EDUCATIONAL AGENCIES AND UNIVERSITY PERSONNEL WHO ARE RESPONSIBLE FOR PLANNING VARIOUS INSERVICE PROGRAMS. THE PROGRAMS AND MATERIALS CAN BE USED IN BOTH PRESERVICE AND INSERVICE ACTIVITIES RELATED TO THE CONTENT AREA OF CAREER EDUCATION. (NJ)

**VT 102 476**

PRICE, CHARLTON R.; AND OTHERS  
AMERICAN BUSINESS AND SCHOOL-BASED CAREER EDUCATION. THE COMMUNITY AND SCHOOL-BASED CAREER EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.  
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.  
DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. S14V, \$3.00 EA.; COMPLETE SET OF SIX, ORDER NO. S14, \$10.00 PER SET.)

PUB DATE - 75 87P.; RELATED DOCUMENTS VT 102 472 THROUGH VT 102 477 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION; \*SCHOOL COMMUNITY COOPERATION; \*INSERVICE EDUCATION; \*BUSINESS; \*PRESERVICE EDUCATION; RESOURCE GUIDES; MODELS

ABSTRACT - THIS GUIDE IS PART OF A SIX-VOLUME PLANNING AND RESOURCE PROGRAM TO INVOLVE THE COMMUNITY IN CAREER EDUCATION. STRATEGIES, GOALS, RESOURCES, AND RATIONALE ARE SUGGESTED FOR DIRECTLY INVOLVING EMPLOYERS IN THE DEFINITION AND SUPPLY OF EDUCATIONAL EXPERIENCES. INCLUDED IN THE GUIDE IS AN IMPLEMENTATION-BASED MODEL FOR EMPLOYER PARTICIPATION, COMPOSED OF IDEAS ABOUT EDUCATIONAL EXPERIENCES THAT MIGHT BE DELIVERED IN THE EMPLOYMENT SETTING. THIS GUIDE, ALONG WITH THE FIVE THAT ACCOMPANY IT, IS DESIGNED TO BE USED BY STATE

DEPARTMENT AND TEACHER TRAINING  
PERSONNEL IN PLANNING PRESERVICE  
AND INSERVICE ACTIVITIES. (NJ)

VT 102 477

PRICE, CHARLTON R.; AND OTHERS  
THE STUDENT AND THE INVOLVED  
COMMUNITY: A SCENARIO. THE  
COMMUNITY AND SCHOOL-BASED CAREER  
EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL EDUCATION.  
NATIONAL INST. OF EDUCATION (DHEW),  
WASHINGTON, D.C.

DOCUMENT NOT AVAILABLE IN MF OR HC.  
CENTER FOR VOCATIONAL EDUCATION,  
OHIO STATE UNIVERSITY, 1960 KENNY  
ROAD, COLUMBUS, OHIO 43210. (ORDER  
NO. S14VI, \$1.00 EA.; COMPLETE SET  
OF SIX, ORDER NO. S14, \$10.00 PER  
SET.)

PUB DATE - 75 11P.; RELATED  
DOCUMENTS VT 102 472 THROUGH VT 102  
477 IN THIS ISSUE.

DESCRIPTORS - MODELS; \*CAREER  
EDUCATION; \*INSERVICE EDUCATION;  
EDUCATIONAL PLANNING; \*SCHOOL  
COMMUNITY COOPERATION; SIMULATION;  
\*PRESERVICE EDUCATION; RESOURCE  
GUIDES; \*EDUCATIONAL ALTERNATIVES;  
FUTURES (OF SOCIETY)

ABSTRACT - AN ALTERNATIVE FORM OF  
SCHOOLING IN A METROPOLITAN  
COMMUNITY IS PROJECTED IN SCENARIO  
FORM. THE CONCEPTUAL MODEL IS OF AN  
OPEN COMMUNITY WHICH ALLOWS THE  
STUDENT TO MOVE FREELY ABOUT IN THE  
WORLD OF WORK, INTEGRATING ACADEMIC  
LEARNING WITH A VARIETY OF  
PLACEMENT EXPERIENCES IN THE  
BUSINESS COMMUNITY. IN THIS MODEL,  
CAREER EDUCATION BECOMES AN ONGOING  
AND NATURAL PROCESS OF  
EXPERIMENTATION, ALLOWING STUDENTS  
THE OPPORTUNITY TO REACH CAREER  
DECISIONS THROUGH EXPLORATION AND  
TRIAL AND ERROR. THIS SCENARIO IS  
THE LAST OF A SET OF SIX PLANNING  
AND RESOURCE GUIDES FOR SCHOOL  
PRACTITIONERS WHO ARE RESPONSIBLE  
FOR INVOLVING THE COMMUNITY IN  
CAREER EDUCATION. THE PROGRAMS AND  
MATERIALS CAN BE USED IN BOTH  
PRESERVICE AND INSERVICE ACTIVITIES  
RELATED TO THE CONTENT AREA OF

CAREER EDUCATION. (NJ)

VT 102 478

SMILEY, MARGARET  
SUMMER EMPLOYMENT OF ONTARIO  
SECONDARY SCHOOL STUDENTS, 1973.  
EMPLOYMENT INFORMATION SERIES NO.  
12.

ONTARIO DEPT. OF LABOUR, TORONTO.  
RESEARCH BRANCH.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - APR75 44P. RELATED  
DOCUMENT VT 102 479 IN THIS ISSUE.

DESCRIPTORS - \*SECONDARY SCHOOL  
STUDENTS; \*STUDENT EMPLOYMENT;  
\*SEASONAL EMPLOYMENT; \*EMPLOYMENT  
STATISTICS; \*OCCUPATIONAL SURVEYS;  
SECONDARY EDUCATION  
IDENTIFIERS - ONTARIO; CANADA

ABSTRACT - THIS STUDY EXAMINED THE  
LABOR FORCE PARTICIPATION OF  
ONTARIO SECONDARY SCHOOL STUDENTS  
DURING THE SUMMER OF 1973. A SAMPLE  
OF SCHOOLS STRATIFIED BY REGION,  
SIZE OF COMMUNITY, AND SCHOOL TYPE  
WAS TAKEN. WITHIN EACH SCHOOL IN  
THE SAMPLE, STUDENTS IN LEVELS 2,  
3, 4, AND 5 COMPLETED  
QUESTIONNAIRES. THE TABLES  
PRESENTED IN THE REPORT ARE BASED  
ON THE DISTRIBUTIONS OBTAINED FROM  
THE SAMPLE SURVEY. JOB SEARCH  
METHODS, RATES OF SUCCESS IN  
FINDING EMPLOYMENT, AND THE  
CHARACTERISTICS OF THAT EMPLOYMENT  
WERE INVESTIGATED. COMPARISONS WERE  
MADE WITH DATA GATHERED IN A  
SIMILAR SURVEY UNDERTAKEN IN 1969.  
THE RESULTS INDICATED THAT 78  
PERCENT HAD EITHER WORKED OR LOOKED  
FOR WORK DURING THE SUMMER OF 1973,  
WITH THE RATE INCREASING WITH AGE.  
IN ALL GROUPS MALES HAD HIGHER  
PARTICIPATION RATES THAN FEMALES.  
OTHER FACTORS INFLUENCING LABOR  
FORCE PARTICIPATION WERE COMMUNITY  
SIZE AND GEOGRAPHIC LOCATION. THE  
JOB SEEKING METHOD MOST FREQUENTLY  
USED WAS DIRECT APPLICATION,  
FOLLOWED CLOSELY BY FAMILY OR  
PERSONAL CONTACTS. OVERALL, 85  
PERCENT WHO SOUGHT JOBS WERE  
SUCCESSFUL. THE LARGEST SUMMER  
EMPLOYMENT OF HIGH SCHOOL STUDENTS

IN 1973 WAS THE SERVICE INDUSTRY, WITH TRADE AND PRIMARY INDUSTRIES RUNNING SECOND AND THIRD. FIFTY PERCENT OF EMPLOYED STUDENTS EARNED AN HOURLY WAGE OF \$2.00 OR LESS. THE MEDIAN WAGE WAS \$1.85 PER HOUR FOR FEMALES AND \$2.16 FOR MALES. (NJ)

#### VT 102 479

WAGES, HOURS OF WORK AND OVERTIME PAY PROVISIONS IN SELECTED INDUSTRIES, ONTARIO, APRIL 1974. EMPLOYMENT INFORMATION SERIES NO. 13.

ONTARIO DEPT. OF LABOUR, TORONTO. RESEARCH BRANCH.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - ND 28P.;

RELATED DOCUMENT VT 102 478 IN THIS ISSUE.

DESCRIPTORS - \*WAGES; \*WORKING HOURS; \*OVERTIME; \*OCCUPATIONAL SURVEYS; \*EMPLOYMENT STATISTICS; MINIMUM WAGE LEGISLATION  
IDENTIFIERS - ONTARIO; CANADA

ABSTRACT - A SURVEY WAS UNDERTAKEN TO OBTAIN INFORMATION ON A NUMBER OF WORKING CONDITIONS INCLUDING STRAIGHT-TIME HOURLY EARNINGS, WEEKLY HOURS OF WORK, AND INITIAL OVERTIME PROVISIONS FOR NONSUPERVISORY EMPLOYEES IN SELECTED ONTARIO INDUSTRIES. THE PURPOSE OF THE SURVEY WAS TO OBTAIN DATA THAT WOULD PERMIT AN ASSESSMENT OF THE DIRECT IMPACT OF PROPOSED CHANGES IN ONTARIO'S MINIMUM LABOR STANDARDS. FOR THE INDUSTRIES SURVEYED, DATA ON SOME OR ALL OF THESE WORKING CONDITIONS ARE PROVIDED BY SEX, OFFICE, AND NONOFFICE EMPLOYMENT, FULL-TIME AND PART-TIME STATUS, AND GEOGRAPHIC REGION. THE 47 INDUSTRIES SURVEYED WERE SELECTED FROM THE MINING, MANUFACTURING, WHOLESALE TRADE, AND SERVICE SECTORS. THE DATA REFER TO THE LAST NORMAL PAY PERIOD PRECEDING APRIL 28, 1974. THE TABLES PRESENTED IN THE REPORT ARE BASED ON THE DISTRIBUTIONS OBTAINED FROM THE SAMPLE SURVEY. (AUTHOR/NJ)

#### VT 102 480

EDMONDSON, ROBERT J.  
PENETRATING SCHOOL STRATA THROUGH CAREER EDUCATION. INTERIM REPORT.

BRISTOL BOARD OF EDUCATION, CONN. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

OEG-0-73-5301

PUB DATE - JUL75 97P.

DESCRIPTORS - \*CAREER EDUCATION; \*ELEMENTARY SECONDARY EDUCATION; \*PROGRAM DESCRIPTIONS; DEVELOPMENTAL PROGRAMS; INTEGRATED CURRICULUM; JOB PLACEMENT; RESOURCE CENTERS; FIELD TRIPS

ABSTRACT - DURING THE PERIOD OF JULY 1974 TO JUNE 1975, THE BRISTOL, CONNECTICUT CAREER EDUCATION PROGRAM CONTINUED IN ITS EFFORTS TO "INFUSE" CAREER EDUCATION CONCEPTS INTO THE EXISTING K-12 ACADEMIC CURRICULUM. TWENTY SCHOOLS PARTICIPATED IN THE SECOND YEAR OF THE PROGRAMS, WHICH INCLUDED PLACEMENT AND RESOURCE CENTER COMPONENTS. THE PROGRAM ALSO MADE USE OF CAREER SPEAKERS, FIELD TRIPS, AND EXPLORATION SITE VISITS. THE DIRECTION OF THE PROJECT IN THE ELEMENTARY GRADES WAS TO PROVIDE THE STUDENTS WITH AN AWARENESS OF THEMSELVES AND THE WORLD OF WORK. THE EMPHASIS IN THE MIDDLE SCHOOLS WAS ON "HANDS-ON" EXPERIENCE. IN GRADES 9 THROUGH 12, THE FOCUS WAS ON DECISIONMAKING, CLUSTER SPECIALIZATION, AND CAREER EXPLORATION THROUGH JOB SITE EXPERIENCES. THIS REPORT PRESENTS THE GOALS AND OBJECTIVES OF THE VARIOUS COMPONENTS, DESCRIBES THE PROJECT DESIGN AND PROCEDURES, AND SUMMARIZES THE RESULTS AND ACCOMPLISHMENTS. CHARTS OF CAREER SPEAKERS AND OF EXPLORATION DAY AND FIELD TRIP SITES ARE INCLUDED, ALONG WITH PROJECT-GENERATED CORRESPONDENCE. (NJ)

#### VT 102 481

CAREER EDUCATION INSTITUTE FINAL REPORT. VOLUMES I AND II.

CENTRAL SUSQUEHANNA INTERMEDIATE  
UNIT 16, LEWISBURG, PA.  
PENNSYLVANIA RESEARCH COORDINATING  
UNIT FOR VOCATIONAL EDUCATION,  
HARRISBURG.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
CENTRAL SUSQUEHANNA INTERMEDIATE  
UNIT, P.O. BOX 213, LEWISBURG,  
PENNSYLVANIA 17837.  
PUB DATE - 01NOV74 270P.;  
RELATED DOCUMENTS VT 102 401  
THROUGH VT 102 403 IN THIS ISSUE.

DESCRIPTORS - \*CURRICULUM  
DEVELOPMENT; \*CAREER EDUCATION;  
\*INSERVICE TEACHER EDUCATION;  
\*PROGRAM DESCRIPTIONS; \*PROGRAM  
EVALUATION; ELEMENTARY SECONDARY  
EDUCATION; INFORMATION SOURCES;  
RESOURCE MATERIALS; BIBLIOGRAPHIES;  
ATTITUDE TESTS; TEACHING GUIDES

ABSTRACT - THIS FINAL REPORT  
DESCRIBES AND EVALUATES A CAREER  
EDUCATION INFORMATION SERVICES  
PROJECT TO DEVELOP CURRICULUM  
MATERIALS AND TRAIN PERSONNEL ON  
THE LOCAL LEVEL IN THE  
IMPLEMENTATION OF CAREER EDUCATION  
IN PENNSYLVANIA. FOUR TEAMS OF  
TEACHERS, COUNSELORS, AND AIDES  
PARTICIPATED IN THREE ONE-WEEK  
WORKSHOPS HELD DURING THE 1973-74  
SCHOOL YEAR WHICH INVOLVED THE  
DEVELOPMENT OF CURRICULUM UNITS  
(TRACES). CLASSROOM TECHNIQUES WERE  
DEVELOPED THROUGH INSERVICE  
PROGRAMS. THE ACTIVITIES AND  
OUTCOMES OF THE WORKSHOPS, WITH  
PARTICIPANT EVALUATION, ARE  
PRESENTED. SIGNIFICANT DIFFERENCES  
WERE SHOWN ON ONLY ONE OF THE  
INSTRUMENTS, WITH A DECREASE IN  
ATTITUDE TOWARD IMPLEMENTING CAREER  
EDUCATION INNOVATIONS. HOWEVER, ON  
THE PRETEST MEASURE, THE  
PARTICIPATING TEACHERS ATTITUDE  
SCORES HAD BEEN SIGNIFICANT ENOUGH  
TO INDICATE A READINESS TO ADOPT  
INNOVATIONS. TABLES SUMMARIZE THE  
ATTITUDE SURVEY DATA. WORKSHOP  
AGENDAS, SAMPLE EVALUATION  
INSTRUMENTS, AND LISTINGS OF  
LOCALLY AVAILABLE JOBS FOR THE  
PERIOD OF DECEMBER 1972 TO NOVEMBER  
1973 ARE APPENDED. ALSO APPENDED IS  
A PROJECT-DEVELOPED TEACHING GUIDE

DESIGNED TO INCREASE AWARENESS OF  
THE TASKS INVOLVED IN THE  
AGRIBUSINESS AND NATURAL RESOURCES  
CAREER CLUSTER. ANNOTATED  
BIBLIOGRAPHIES LIST MULTIMEDIA  
RESOURCES, BOOKS, ARTICLES, AND  
ERIC DOCUMENTS RELEVANT TO  
CURRICULUM DEVELOPMENT AND CAREER  
EDUCATION. (NJ)

VT 102 482  
PATTERSON, JOHN MILLER  
THE DETERMINATION OF COMPETENCIES  
IN THE HOTEL-MOTEL INDUSTRY WITH  
IMPLICATIONS FOR CURRICULUM  
DEVELOPMENT FOR POST-SECONDARY  
DISTRIBUTIVE EDUCATION COOPERATIVE  
STUDENTS IN PHILADELPHIA,  
PENNSYLVANIA.

TEMPLE UNIV., PHILADELPHIA, PA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUL74 104P.; ED.D.  
DISSERTATION, TEMPLE UNIVERSITY.

DESCRIPTORS - \*TASK ANALYSIS;  
\*EMPLOYMENT QUALIFICATIONS;  
CURRICULUM DEVELOPMENT; COOPERATIVE  
EDUCATION; DISTRIBUTIVE EDUCATION;  
JOB SKILLS; \*TASK PERFORMANCE;  
DOCTORAL THESES; POST SECONDARY  
EDUCATION; \*TOURISM; \*HOTELS  
IDENTIFIERS - PHILADELPHIA

ABSTRACT - THE PURPOSE OF THIS  
DISSERTATION WAS TO DETERMINE THE  
ACTUAL TASKS PERFORMED BY HOTEL OR  
MOTEL ROOM CLERKS AND CASHIERS.  
DATA WERE COLLECTED, USING AN  
INSTRUMENT CALLED THE TASK  
COLLECTION INTERVIEW GUIDE, FROM  
OBSERVERS, EMPLOYEES, AND MANAGERS  
IN NINE PHILADELPHIA HOTELS OR  
MOTELS FOR EACH JOB CATEGORY,  
INCLUDING FREQUENCY AND IMPORTANCE  
OF TASK PERFORMANCE. FIVE HOTEL AND  
MOTEL EXECUTIVES IDENTIFIED  
QUALIFICATIONS NECESSARY FOR TASK  
PERFORMANCE--COMMUNICATIVE SKILLS  
AND POSITIVE ATTITUDE TOWARD THE  
PUBLIC FOR BOTH OCCUPATIONS, WITH  
ABILITIES IN MANAGEMENT OF  
MACHINES, MONEY, AND NUMBERS AND  
DECISIONMAKING WITHIN ESTABLISHED  
POLICY ADDED FOR CASHIERS.



IMPLICATIONS AND RECOMMENDATIONS FOR CURRICULUM DEVELOPMENT INCLUDED: USE OF OBSERVATION METHOD FOR DISTRIBUTIVE AND COOPERATIVE EDUCATION, KNOWLEDGE OF TASK FREQUENCY, MORE EMPHASIS ON ROOM CLERK AND CASHIER TRAINING GEARED TO THE POSTSECONDARY LEVEL, EMPHASIS ON COMPUTERIZED RESERVATION SYSTEM, AND A PROGRAM OF CROSS-TRAINING FOR ROOM CLERKS AND CASHIERS. (KJ)

VT 102 483

PATTERSON, PATRICIA L.  
A DESCRIPTION AND ANALYSIS OF THE WOMEN FACULTY IN PENNSYLVANIA'S STATE-OWNED COLLEGES AND UNIVERSITY.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 74 137P.; PH.D.  
DISSERTATION, UNIVERSITY OF PITTSBURGH.

DESCRIPTORS - \*WOMEN PROFESSORS; STATE COLLEGES; STATE UNIVERSITIES; VOCATIONAL DEVELOPMENT; TEACHER CHARACTERISTICS; \*EDUCATIONAL BACKGROUND; DOCTORAL THESES; JOB SATISFACTION; \*CAREER CHOICE; \*PERSONAL INTERESTS  
IDENTIFIERS - PENNSYLVANIA

ABSTRACT - THE PURPOSE OF THIS STUDY WAS TO DESCRIBE THE FEMALE FACULTY IN THE 14 STATE-OWNED COLLEGES AND UNIVERSITY OF PENNSYLVANIA. INFORMATION WAS COLLECTED VIA QUESTIONNAIRE CONCERNING PERSONAL BACKGROUNDS, ACADEMIC STATUS, PREPARATION, WORK EXPERIENCE, ATTITUDES AND SATISFACTIONS CONCERNING CAREERS, AND PROFESSIONAL RESPONSIBILITIES AND INVOLVEMENT. QUESTIONS WERE ALSO ASKED ABOUT INFLUENCES AFFECTING CHOICE OF CAREER AND THE EFFECT OF BEING FEMALE ON THEIR CAREERS. BASIC TO THIS RESEARCH WAS THE ASSUMPTION THAT KNOWLEDGE OF THE BACKGROUND AND CHARACTERISTICS OF WOMEN FACULTY WOULD CONTRIBUTE TO THE GOAL OF GREATER UTILIZATION OF WOMEN IN HIGHER EDUCATION. IT WAS ALSO FELT THAT INFORMATION FROM THIS STUDY WOULD AID THOSE PERSONS

INVOLVED IN CAREER COUNSELING OF WOMEN. AMONG THE RESULTS OBTAINED, IT WAS FOUND THAT WOMEN FACULTY: (1) OCCUPIED POSITIONS RELATIVELY LOWER THAN THE MEN IN THEIR INSTITUTIONS, (2) HAD CHOSEN CAREERS IN HIGHER EDUCATION BASED ON THE EXPECTED INTELLECTUAL CHALLENGE AND AN INTEREST IN WORKING WITH COLLEGE STUDENTS, AND WERE (3) NINE OUT OF TEN SATISFIED OR VERY SATISFIED WITH THEIR CAREERS. A SAMPLE INSTRUMENT AND BIBLIOGRAPHY APPEAR IN THE APPENDIXES. (NJ)

VT 102 484

ZUCCO, DONATO B.  
A COMPARISON OF ACADEMIC ACHIEVEMENT IN FULL-TIME AND PART-TIME AREA VOCATIONAL-TECHNICAL HIGH SCHOOLS. FINAL REPORT.

PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 74 111P.; PH.D.  
DISSERTATION, UNIVERSITY OF PITTSBURGH.

DESCRIPTORS - \*AREA VOCATIONAL SCHOOLS; \*COMPARATIVE ANALYSIS; DOCTORAL THESES; \*ACADEMIC ACHIEVEMENT; \*STUDENT OPINION; SECONDARY EDUCATION; LITERATURE REVIEWS; CURRICULUM; \*GRADE 12

ABSTRACT - THE ACADEMIC ACHIEVEMENT, ACADEMIC PROGRAMS, AND STUDENT OPINION IN FULL-TIME VERSUS PART-TIME AREA VOCATIONAL-TECHNICAL SCHOOLS (AVTS) WAS INVESTIGATED. THE SCHOOL AND COLLEGE ABILITY TEST (SERIES II, FORM B) PROVIDED DATA ABOUT VERBAL AND MATHEMATICAL ABILITY, AND A SEMANTIC DIFFERENTIAL QUESTIONNAIRE WAS CONSTRUCTED TO OBTAIN DATA ABOUT STUDENT OPINIONS. AN EXAMINATION AND ANALYSIS OF THE FOLLOWING SOURCES OF INFORMATION WAS CONDUCTED: PROFESSIONAL LITERATURE, RELATED RESEARCH, CORRESPONDENCE WITH RECOGNIZED AUTHORITIES IN VOCATIONAL-TECHNICAL EDUCATION, AND SCHOOL VISITATIONS. THE STUDY WAS



LIMITED TO SENIORS OF THE 1973-74 SCHOOL YEAR ENROLLED IN TRADE AND INDUSTRIAL PROGRAMS IN FOUR SAMPLE SCHOOLS. IT WAS FOUND THAT STUDENTS IN THE FULL-TIME AVTS SCORED SIGNIFICANTLY HIGHER IN VERBAL ABILITY AND MATHEMATICAL ACHIEVEMENT THAN DID THOSE IN THE PART-TIME AVTS. IT WAS ALSO FOUND THAT STUDENTS IN BOTH FULL-TIME AND PART-TIME AVTS HAD MORE FAVORABLE OPINIONS ABOUT THE ITEMS SHOP TEACHER, SHOP COURSE, AND VOCATIONAL-TECHNICAL THAN ABOUT MATH TEACHER, MATHEMATICS, ENGLISH, AND ENGLISH TEACHER. APPENDED TO THE DOCUMENT ARE A SAMPLE OF THE SEMANTIC DIFFERENTIAL QUESTIONNAIRE, THE CORRESPONDENCE FROM THE CONSULTED AUTHORITIES IN VOCATIONAL-TECHNICAL EDUCATION, INFORMATION ABOUT AVTS DEVELOPMENT IN PENNSYLVANIA, AND OTHER INFORMATION RELATED TO THE STUDY. (AUTHOR/NJ)

**VT 102 485**

TOKASH, JOSEPH  
CONSTRUCTION OCCUPATIONAL CLUSTER CURRICULUM PROJECT. FINAL REPORT.

TEXAS EDUCATION AGENCY, AUSTIN.  
DEPT. OF OCCUPATIONAL EDUCATION AND TECHNOLOGY.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.

DEG-0-71-4664

SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402. (STOCK  
NUMBERS 017-080-01420-3, 017-080-  
01452-1, AND 017-080-01417-3)

PUB DATE - JUL75 23P.; RELATED  
DOCUMENTS VT 102 405 THROUGH VT 102  
419 IN THIS ISSUE.

DESCRIPTORS - \*OCCUPATIONAL  
CLUSTERS; \*HIGH SCHOOL CURRICULUM;  
\*BUILDING TRADES; \*CAREER  
EDUCATION; \*CURRICULUM DEVELOPMENT;  
SECONDARY EDUCATION

ABSTRACT - THE GRANT FOR THIS  
PROJECT WAS AWARDED TO DEVELOP  
OCCUPATIONAL AND JOB CLUSTER  
CURRICULUMS FOR THE FIELD OF

CONSTRUCTION, GRADES 9-12.  
INSTRUCTOR AND STUDENT MATERIALS  
WERE DEVELOPED USING SELECTED  
CONSULTANTS AND AN ADVISORY  
COMMITTEE. A TOTAL OF 15 DOCUMENTS  
WERE PRODUCED--SEVEN INSTRUCTOR'S  
GUIDES, SEVEN STUDENT HANDBOOKS,  
AND AN ARTICULATION GUIDE. THIS  
DOCUMENT DESCRIBES THE PROJECT  
INCLUDING THE FIELD TEST PHASE AND  
INCLUDES AN EVALUATION AND  
RECOMMENDATIONS. (LJ)

**VT 102 486**

SIFFIN, WILLIAM  
INSTITUTION-BUILDING IN TECHNICAL  
ASSISTANCE: THE DESIGN PERSPECTIVE  
AND SOME IMPLICATIONS FOR RESEARCH  
AND DEVELOPMENT IN INTERNATIONAL  
EDUCATION. OCCASIONAL PAPER NO. 8.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL EDUCATION.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.

CENTER FOR VOCATIONAL EDUCATION,  
OHIO STATE UNIVERSITY, 1960 KENNY  
ROAD, COLUMBUS, OHIO 43210. (ORDER  
NO. OC8, \$1.00 EA.)

PUB DATE - 75 15P.

DESCRIPTORS - SYSTEMS DEVELOPMENT;  
EDUCATIONAL DEVELOPMENT; \*TECHNICAL  
ASSISTANCE; LECTURE; INSTITUTIONS;  
\*INTERNATIONAL EDUCATION

ABSTRACT - THIS PAPER DESCRIBES  
INSTITUTION-BUILDING AS A CONCERN  
IN THE FIELDS OF INTERNATIONAL AID  
AND TECHNICAL ASSISTANCE AND ITS  
IMPLICATIONS FOR RESEARCH AND  
DEVELOPMENT IN EDUCATION. TOPICS  
COVERED ARE AN INTRODUCTION TO  
INSTITUTION-BUILDING, THE DESIGN  
PERSPECTIVE, EFFORTS TO  
OPERATIONALIZE THAT PERSPECTIVE,  
AND WHAT THIS CONCEPTUALIZATION  
MIGHT MEAN TO VOCATIONAL EDUCATION.  
(LJ)

**VT 102 487**

HAMPSON, DAVID H.  
EDUCATIONAL PRODUCT DEVELOPMENT AND  
EVALUATION. CAREER AND VOCATIONAL  
EDUCATION PROFESSIONAL DEVELOPMENT  
REPORT NO. 11.

NORTH CAROLINA STATE UNIV.,

RALEIGH. CENTER FOR OCCUPATIONAL  
EDUCATION.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
OEG-0-72-4676(725)

PUB DATE - 73 24P.

DESCRIPTORS - \*CURRICULUM  
DEVELOPMENT; \*CURRICULUM  
EVALUATION; STATE OF THE ART  
REVIEWS; \*THEORIES; \*EDUCATIONAL  
STRATEGIES; SUMMATIVE EVALUATION;  
FORMATIVE EVALUATION

ABSTRACT - THIS STATE-OF-THE-ART  
PAPER OUTLINES TWO MAJOR THEORIES  
OF CURRICULUM DEVELOPMENT, THREE  
EXAMPLES OF DEVELOPMENT STRATEGIES,  
AND TWO FORMS OF EVALUATION IN  
PRODUCT DEVELOPMENT. IT WAS  
ORIGINALLY PRESENTED TO THE GENERAL  
SESSION OF THE DIVISION OF NEW AND  
RELATED SERVICES, AMERICAN  
VOCATIONAL ASSOCIATION AT ITS  
ANNUAL CONVENTION IN ATLANTA,  
DECEMBER 1973. THE TWO FORMS OF  
CURRICULUM DEVELOPMENT DISCUSSED IN  
THE PAPER ARE SYSTEM-BASED  
DEVELOPMENT AND SUBJECT-BASED  
DEVELOPMENT. THE THREE MAJOR  
CONTEMPORARY STRATEGIES OF  
CURRICULUM DEVELOPMENT OUTLINES ARE  
THE TYLER, THE DEVAULT AND ANGLIN,  
AND THE POPHAM STRATEGIES.  
SUMMATIVE AND FORMATIVE ARE THE  
FORMS OF EVALUATION IN PRODUCT  
DEVELOPMENT THAT ARE CONSIDERED.  
(AUTHOR/NJ)

VT 102 488

BOBBITT, J. FRANK; SHAPLEY, ALLEN  
E.

EMPLOYING YOUTH IN FARM  
OCCUPATIONS. SPECIAL PAPER NO. 26.

MICHIGAN STATE UNIV., EAST LANSING.  
CENTER FOR RURAL MANPOWER AND  
PUBLIC AFFAIRS.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - APR75 21P.

DESCRIPTORS - \*YOUTH EMPLOYMENT;  
\*FARM OCCUPATIONS; \*LABOR  
LEGISLATION  
IDENTIFIERS - MICHIGAN

ABSTRACT - FEDERAL AND STATE OF  
MICHIGAN REGULATIONS RELATED TO  
EMPLOYING YOUTH IN FARM  
OCCUPATIONS, ARE PRESENTED IN THIS  
DOCUMENT. ISSUES SUCH AS MINIMUM  
WAGE, MINIMUM AGE, AND COMPULSORY  
EDUCATION REQUIREMENTS ARE COVERED  
AS WELL AS A LEGAL DEFINITION OF  
AGRICULTURE AND SOCIAL SECURITY AND  
INCOME TAX REGULATIONS. APPENDED IS  
A LIST OF DOCUMENTS ADDRESSING  
THESE ISSUES. (LJ)

VT 102 489

DIAMOND, ESTHER F., ED.

ISSUES OF SEX BIAS AND SEX FAIRNESS  
IN CAREER INTEREST MEASUREMENT.

ARIES CORP., MINNEAPOLIS, MINN.  
NATIONAL INST. OF EDUCATION (DHEW),  
WASHINGTON, D.C. CAREER EDUCATION  
PROGRAM.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.

OEC-0-72-5240

PUB DATE - 75 245P.

DESCRIPTORS - SEX DISCRIMINATION;  
\*SEX STEREOTYPES; \*INTEREST TESTS;  
\*VOCATIONAL INTERESTS; \*CAREER  
CHOICE; LEGAL PROBLEMS;  
\*MEASUREMENT INSTRUMENTS;  
MEASUREMENT TECHNIQUES

ABSTRACT - THE PURPOSE OF THE STUDY  
THAT PRODUCED THIS BOOK OF READINGS  
WAS TO EXAMINE THE USEFULNESS OF  
CAREER INTEREST INVENTORIES WITH  
SPECIFIC REFERENCE TO THE QUESTION  
OF SEX FAIRNESS AND SEX BIAS. BOTH  
THE TECHNICAL AND SOCIAL ISSUES  
WERE EXAMINED IN ORDER TO CREATE A  
GREATER UNDERSTANDING OF THE  
PROBLEM AND TO SUGGEST SOME  
ACCEPTABLE ANSWERS. PARTICULAR  
ATTENTION WAS PAID TO THE USE OF  
VOCATIONAL INTEREST INVENTORIES AS  
TOOLS OF COUNSELING AND GUIDANCE  
PRACTITIONERS. STUDY ACTIVITIES  
INCLUDED A REVIEW OF THE  
LITERATURE, IDENTIFICATION OF  
ISSUES, AND A DISCUSSION AND  
WORKSHOP. THE PAPERS THAT ARE A  
RESULT OF THESE ACTIVITIES, INCLUDE  
BOTH THESIS AND DISSENT AMONG THE  
OPINIONS. INCLUDED IN THIS DOCUMENT  
ARE AN OVERVIEW OF THE STUDY AND

THE FIRST EDITION OF THE GUIDELINE FOR ASSESSMENT OF SEX BIAS AND SEX FAIRNESS IN CAREER INTEREST INVENTORIES. TOPICS OF THE READINGS INCLUDE REDUCING SEX BIAS, RACE IN RELATION TO SEX BIAS, THE OPPORTUNITIES FOR RE-ENTRY WOMEN, COST INVOLVED IN DEVELOPING INVENTORIES, COMPUTER-BASED GUIDANCE SYSTEMS, AND THE IMPACT, USE AND EVALUATION, TECHNICAL ASPECTS, VALIDITY AND LEGAL IMPLICATION OF INTEREST INVENTORIES. (LJ)

**VT 102 490**

RUSSELL, EARL B., ED.; WHITE, MICHAEL R., ED.  
ENHANCING THE ROLE OF VOCATIONAL EDUCATION ADMINISTRATORS AS CHANGE AGENTS. REPORT OF STATEWIDE CONFERENCE, APRIL 20, 1972, ATLANTA, GA.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA. OFFICE OF INSTRUCTIONAL SERVICES.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 102P.;  
CONFERENCE INTRODUCTION WRITTEN BY GEORGE L. O'KELLEY, JR. OF THE UNIVERSITY OF GEORGIA.

DESCRIPTORS - \*CHANGE AGENTS;  
\*ADMINISTRATOR ROLE; CONFERENCE REPORTS; \*EDUCATIONAL CHANGE;  
\*EDUCATIONAL INNOVATION  
IDENTIFIERS - GEORGIA

ABSTRACT - THIS DOCUMENT CONTAINS THE PROCEEDINGS OF A STATEWIDE CONFERENCE ON ENHANCING THE ROLE OF VOCATIONAL EDUCATION ADMINISTRATORS AS CHANGE AGENTS. CONFERENCE TOPICS INCLUDED: "HOW ADMINISTRATORS CAN OVERCOME BARRIERS TO EDUCATIONAL CHANGE," "WHY EDUCATIONAL INNOVATIONS FAIL AND HOW THEY CAN BE MORE EFFECTIVELY IMPLEMENTED," "STRATEGIES FOR CHANGE IN VOCATIONAL EDUCATION IN GEORGIA," AND "KEY ELEMENTS FOR CHANGE IN VOCATIONAL EDUCATION IN GEORGIA: A SYNOPSIS." APPENDED ARE THE QUESTIONNAIRE WHICH DEALS WITH STRATEGIES FOR CHANGE AND A SUMMARY OF THE DATA. A BIBLIOGRAPHY IS ALSO

INCLUDED. (LJ)

**VT 102 491**

HIRST, BEN A., JR.  
VOCATIONAL-TECHNICAL EDUCATION CONSORTIUM OF STATES. SECOND PROGRESS AND INFORMATION REPORT.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, ATLANTA, GA.  
COMMISSION ON OCCUPATIONAL EDUCATION INSTITUTIONS.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - MAY75 134P.

DESCRIPTORS - \*CONSORTIA; \*ANNUAL REPORTS; \*VOCATIONAL EDUCATION; \*PERFORMANCE BASED EDUCATION; COOPERATIVE PLANNING

ABSTRACT - THIS REPORT DESCRIBES THE ACTIVITIES OF THE VOCATIONAL-TECHNICAL EDUCATION CONSORTIUM OF STATES (V-TECS) FOR THE PERIOD OF MARCH 1974 TO MAY 1975. THE PRIMARY PURPOSE OF V-TECS IS DEVELOP VALID CATALOGS OF PERFORMANCE OBJECTIVES, CRITERION-REFERENCED MEASURES, AND PERFORMANCE GUIDES FOR LEARNERS IN VOCATIONAL-TECHNICAL EDUCATION. THIS REPORT ATTEMPTS TO PROVIDE A BASIC UNDERSTANDING OF THE ORGANIZATION AND ITS PURPOSES AND PROCEDURES. AN EXPLANATION OF THE ORGANIZATIONAL STRUCTURE IS PRESENTED, ALONG WITH PROJECT PROGRESS REPORTS AND GENERAL INFORMATION RELATED TO THE CONSORTIUM. (NJ)

**VT 102 492**

CAREER EDUCATION. CAREER PREPARATION AND CAREER DEVELOPMENT. K-12.

DANBURY PUBLIC SCHOOLS, CONN.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 29P.

DESCRIPTORS - \*CAREER EDUCATION; \*SCHOOL POLICY; \*ELEMENTARY SECONDARY EDUCATION; \*PROGRAM DEVELOPMENT  
IDENTIFIERS - \*CAREER PREPARATION; CONNECTICUT

**ABSTRACT - THIS DOCUMENT PRESENTS INFORMATION PERTAINING TO THE PROGRAM IN CAREER EDUCATION AT THE DANBURY (CONNECTICUT) PUBLIC SCHOOLS. THE SYSTEM'S ORGANIZATIONAL CHART & POLICY STATEMENT PRECEDE DESCRIPTIONS OF THE ELEMENTARY, JUNIOR HIGH AND SENIOR HIGH PROGRAMS. ALSO INCLUDED ARE DESCRIPTIONS OF INSERVICE TEACHER TRAINING ACTIVITIES, SPECIALIZED PROGRAMS, AND AN EVALUATION. (LJ)**

**VT 102 493**

**CAREER EDUCATION IN SOUTH JERSEY: THE GLASSBORO-VINELAND PROJECT. A DESCRIPTION OF THE MARRIAGE OF A COLLEGE AND A SCHOOL DISTRICT AND ITS GROWING FAMILY.**

**GLASSBORO STATE COLL., N.J.; VINELAND SCHOOL DISTRICT, N.J. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - APR75 9P.**

**DESCRIPTORS - \*CAREER EDUCATION; \*COLLEGE SCHOOL COOPERATION; \*CURRICULUM DEVELOPMENT; \*COCURRICULAR ACTIVITIES; \*PROGRAM DEVELOPMENT IDENTIFIERS - NEW JERSEY**

**ABSTRACT - THIS REPORT DESCRIBES THE EFFORT TO IMPLEMENT CAREER EDUCATION IN THE VINELAND (NEW JERSEY) SCHOOL DISTRICT. AS A TEAM, VINELAND TEACHERS AND COUNSELORS AND GLASSBORO STATE COLLEGE FACULTY MEMBERS WORKED ON NEW LESSON PLANS AND COUNSELING ACTIVITIES. CURRICULAR AND EXTRACURRICULAR CONCERNS ARE DESCRIBED AND THE FUTURE OF THIS PROJECT IS DISCUSSED. (LJ)**

**VT 102 494**

**LASELL, WARREN L.; AND OTHERS AN EVALUATION SYSTEM FOR VOCATIONAL EDUCATION LEADERSHIP AND PROFESSIONAL DEVELOPMENT ACTIVITIES. FINAL REPORT.**

**OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.**

**MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. OEG-0-70-1962(725) PUB DATE - ND 105P.**

**DESCRIPTORS - \*PROGRAM EVALUATION; \*VOCATIONAL EDUCATION; \*MODELS; STAFF IMPROVEMENT; \*LEADERSHIP TRAINING; \*STATE PROGRAMS**

**ABSTRACT - THIS REPORT PRESENTS THE OBJECTIVES AND ACCOMPLISHMENTS OF A PROJECT TO DEVELOP AN EVALUATION MODEL FOR STATE PERSONNEL DEVELOPMENT PROGRAMS. THE MODEL THAT WAS DEVELOPED APPEARS IN APPENDIX A OF THIS REPORT AND PROVIDES GUIDELINES FOR FUTURE DECISIONS. THE MODEL IS COMPRISED OF SEVEN MAJOR COMPONENTS AS FOLLOWS: (1) MODEL OVERVIEW; (2) STATE DIRECTOR'S MANUAL; (3) STATE COORDINATOR'S MANUAL; (4) STATE EVALUATION TEAM MANUAL; (5) SURVEY FORMS; (6) AID FOR INTERPRETING DATA; AND (7) GUIDELINES TO DEVELOP BEHAVIORAL OBJECTIVES. APPENDIX B LISTS THE STATE DEVELOPMENT PROGRAMS VISITED AND THE PERSONS INVOLVED IN THE PROJECT AS CONSULTANTS OR REACTORS. (NJ)**

**VT 102 495**

**SHEPPARD, N. ALAN IDENTIFICATION OF PROBLEMS AND COMPETENCIES NEEDED BY VOCATIONAL AND TECHNICAL EDUCATION PERSONNEL TEACHING PERSONS WITH SPECIAL NEEDS IN VIRGINIA.**

**VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - MAY75 79P.**

**DESCRIPTORS - \*DISADVANTAGED YOUTH; \*TEACHER QUALIFICATIONS; \*VOCATIONAL EDUCATION TEACHERS; \*HANDICAPPED STUDENTS; INSERVICE EDUCATION; LITERATURE REVIEWS; SURVEYS; \*INSTRUCTIONAL IMPROVEMENT IDENTIFIERS - VIRGINIA**

**ABSTRACT - THIS STUDY WAS DESIGNED**



TO IDENTIFY COMPETENCIES NEEDED BY VOCATIONAL EDUCATORS IN VIRGINIA FOR TEACHING HANDICAPPED STUDENTS. IT FOCUSED ON THE IDENTIFICATION OF INSERVICE NEEDS, CRITICAL COMPETENCIES, TEACHING TECHNIQUES, CURRICULUM MATERIALS, AND RESOURCES PERCEIVED BY TEACHING PERSONNEL AS BEING MOST HELPFUL IN TEACHING HANDICAPPED STUDENTS. INFORMATION PROVIDED BY THIS STUDY WILL BE USEFUL BOTH IN REVISING PRESENT VOCATIONAL TEACHER EDUCATION PROGRAMS AND IN DESIGNING MORE APPROPRIATE INSERVICE EDUCATION FOR TEACHERS. DATA, COLLECTED BY SURVEY QUESTIONNAIRE, FROM 108 VOCATIONAL EDUCATION TEACHERS IS PRESENTED. INFORMATION WAS OBTAINED CONCERNING THE BACKGROUND, QUALIFICATIONS, AND TEACHING EXPERIENCE OF THE RESPONDENTS. THE TEACHERS ALSO RANKED EXPERIENCES AND PROGRAMS WHICH HAD BEST PREPARED THEM FOR WORKING WITH HANDICAPPED STUDENTS IN VOCATIONAL COURSES. A LIST OF 16 COMPETENCIES RATED BY THE EDUCATORS AS BEING MOST IMPORTANT IN TEACHING THE HANDICAPPED IS PRESENTED. THE STUDY ALSO INVOLVED A REVIEW OF THE LITERATURE WHICH APPEARS IN THE REPORT. A SAMPLE OF THE SURVEY INSTRUMENT AND A BIBLIOGRAPHY ARE APPENDED. (NJ)

VT 102 496

HOHENSHIL, THOMAS H., ED.;  
SHEPPARD, N. ALAN, ED.  
NEW DIMENSIONS IN CAREER  
DEVELOPMENT FOR THE DISADVANTAGED.  
ANNUAL CONFERENCE FOR CAREER  
COUNSELING AND VOCATIONAL  
DEVELOPMENT (4TH, BLACKSBURG, VA.,  
FEBRUARY 28 AND MARCH 1, 1975).

VIRGINIA POLYTECHNIC INST. AND  
STATE UNIV., BLACKSBURG. DIV. OF  
VOCATIONAL-TECHNICAL EDUCATION.  
VIRGINIA STATE ADVISORY COUNCIL ON  
VOCATIONAL EDUCATION, BLACKSBURG.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUBLIC INFORMATION AND  
PUBLICATIONS, STATE DEPARTMENT OF  
EDUCATION, RICHMOND, VIRGINIA  
23216. (ORDER NO. CP-4, \$3.00 EA.)  
PUB DATE - JUN75 141P.

DESCRIPTORS - \*CONFERENCE REPORTS;  
\*DISADVANTAGED YOUTH; \*VOCATIONAL  
DEVELOPMENT; VOCATIONAL COUNSELING;  
CAREER PLANNING  
IDENTIFIERS - VIRGINIA

ABSTRACT - APPROXIMATELY 300  
TEACHERS, COUNSELORS,  
ADMINISTRATORS, UNIVERSITY  
PERSONNEL, AND GRADUATE STUDENTS  
FROM FOUR STATES PARTICIPATED IN  
THIS ANNUAL CONFERENCE. THE GENERAL  
PURPOSE WAS TO EXAMINE CURRENT  
VIEWS AND PROGRAMS REGARDING NEW  
DIMENSIONS IN CAREER DEVELOPMENT  
FOR THE DISADVANTAGED. NATIONALLY  
RECOGNIZED SPEAKERS WERE SELECTED  
FOR EXPERTISE IN THEIR RESPECTIVE  
FIELDS, AS WELL AS FOR THEIR  
RESEARCH ENDEAVORS AND LEADERSHIP  
IN PROFESSIONAL ORGANIZATIONS.  
SEVEN SPECIAL INTEREST GROUPS WERE  
AVAILABLE FOR PARTICIPANTS, AND  
TOPICS INCLUDED: PARENT  
INVOLVEMENT, EVALUATION OF CURRENT  
PROGRAMS, COUNSELING STRATEGIES,  
TESTING, CURRICULUM DEVELOPMENT AND  
TEACHING STRATEGIES, PROGRAMS  
PRODUCED BY VIRGINIA STANDARDS OF  
QUALITY, AND JOB PLACEMENT  
SERVICES. EIGHT EXEMPLARY CAREER  
DEVELOPMENT PROJECTS OPERATIVE IN  
VIRGINIA WERE DESCRIBED. THE  
PROCEEDINGS INCLUDE THE MAJOR  
ADDRESSES, REPORTS OF SPECIAL  
INTEREST GROUPS, AND DESCRIPTIONS  
OF CAREER DEVELOPMENT PROGRAMS IN  
VIRGINIA. (AUTHOR/NJ)

VT 102 497

HOLLENBACK, RUTH ANN  
AN EVALUATION OF HOME ECONOMICS II  
BASIC CORE CURRICULUM BY VOCATIONAL  
CONSUMER AND HOMEMAKING TEACHERS IN  
OKLAHOMA.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUL75 94P.; M.S.  
THESIS, OKLAHOMA STATE UNIVERSITY.

DESCRIPTORS - \*HOME ECONOMICS;  
\*CURRICULUM EVALUATION; \*TEACHER  
ATTITUDES; MASTERS THESES; \*CORE  
CURRICULUM; SURVEYS; STATE PROGRAMS  
IDENTIFIERS - OKLAHOMA

ABSTRACT - THE MAJOR PURPOSE OF



THIS STUDY WAS TO OBTAIN FROM VOCATIONAL CONSUMER AND HOMEMAKING TEACHERS IN OKLAHOMA AN EVALUATION OF THE BASIC CORE CURRICULUM PREPARED FOR HOME ECONOMICS II BY THE OKLAHOMA STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION. DATA WERE COLLECTED BY MEANS OF A MAILED QUESTIONNAIRE AND PERSONAL DATA INFORMATION SHEET DESIGNED TO ASCERTAIN AND EVALUATE TEACHER ATTITUDES TOWARD THE CURRICULUM AND OBTAIN A PROFILE OF THE PARTICIPANTS OF THE STUDY. FIFTY PERCENT OF THE VOCATIONAL CONSUMER AND HOMEMAKING TEACHERS FROM EACH OF THE SIX SUPERVISORY DISTRICTS WERE SELECTED AT RANDOM FOR A TOTAL OF 200 TEACHERS. A TOTAL OF 142 RESPONDED TO THE INSTRUMENT. IT WAS FOUND THAT THE TEACHERS WERE MAKING EXTENSIVE USE OF THE CURRICULUM AND FINDING IT HELPFUL IN MOST ASPECTS OF THEIR TEACHING. THEY ALSO INDICATED THEY WOULD LIKE THE OPPORTUNITY TO PARTICIPATE IN THE HOME ECONOMICS CURRICULUM DEVELOPMENT. MANY OF THE TEACHERS WERE IN FAVOR OF MORE INSERVICE TRAINING TO HELP THEM USE THE BASIC CORE CURRICULUM TO BETTER ADVANTAGE. (AUTHOR/NJ)

VT 102 498

ALLER, CURTIS C.; AND OTHERS  
AN EMPLOYMENT SERVICE RESEARCH AND DEVELOPMENT STRATEGY.

CENTER FOR APPLIED MANPOWER  
RESEARCH, BERKELEY, CALIF.  
MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C. OFFICE OF RESEARCH  
AND DEVELOPMENT.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.

DLMA 21-06-74-25-1

NATIONAL TECHNICAL INFORMATION  
SERVICE, SPRINGFIELD, VIRGINIA  
22151.

PUB DATE - 21MAR75 82P.

DESCRIPTORS - \*EMPLOYMENT SERVICES;  
\*STATE AGENCIES; \*FEDERAL PROGRAMS;  
\*MANPOWER NEEDS; RESEARCH  
METHODOLOGY; EVALUATION METHODS  
IDENTIFIERS - U.S. EMPLOYMENT  
SERVICE

ABSTRACT - THIS REPORT PRESENTS A STRATEGY DEVELOPED BY AN OUTSIDE RESEARCH GROUP FOR THE MANPOWER ADMINISTRATION WHICH WOULD: (1) IDENTIFY AND ORGANIZE THE QUESTIONS FACING THE U.S. EMPLOYMENT SERVICE (ES), (2) SET PRIORITIES AMONG THE QUESTIONS, AND (3) OUTLINE ALTERNATIVE APPROACHES FOR ANSWERING THE QUESTIONS. THE STUDY WAS UNDERTAKEN IN ORDER TO CLARIFY THE ROLE OF THE EMPLOYMENT SERVICE. MOST OF THE DATA WERE COLLECTED VIA VISITS TO STATE AND REGIONAL EMPLOYMENT SERVICE OFFICES. A PROCESS OF PROBLEM IDENTIFICATION WAS CONDUCTED IN SEVERAL STAGES. THE MAIN ISSUE DISCOVERED DURING THE FIELDWORK PHASE WAS THAT OF SETTING OBJECTIVES FOR THE ES. A SYSTEMATIC FRAMEWORK ENCOMPASSING THE FOUR CATEGORIES OF OBJECTIVES, ES OPERATIONAL ACTIVITIES OR SERVICES, ORGANIZATION AND MANAGEMENT, AND THE LABOR MARKET IN WHICH ES OPERATES WAS DEVELOPED. AN AGENDA FOR FURTHER RESEARCH AND DEVELOPMENT (R AND D) ACTIVITIES INCLUDING PERFORMANCE MANAGEMENT, COUNSELING, AND INTENSIVE SERVICES STUDIES IS PROPOSED. FOUR R AND D OPTIONS ARE DESCRIBED FOR ACHIEVING THE GOALS OF DEVELOPING A CLEAR STATEMENT OF ES OBJECTIVES AND AN OPERATING MODEL OF AN EFFECTIVELY PERFORMING SYSTEM. FINALLY, POTENTIAL PROBLEMS IN MANAGING SUCH AN EFFORT ARE PRESENTED. (LJ)

VT 102 499

EADDY, VANIK S.

AN EVALUATION OF THE TECHNICAL  
INTERNSHIP IN AGRICULTURAL  
EDUCATION AT AUBURN UNIVERSITY.

AUBURN UNIV., ALA. DEPT. OF  
VOCATIONAL AND ADULT EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - JUN75 94P.

DESCRIPTORS - \*AGRIBUSINESS;  
\*INTERNSHIP PROGRAMS; \*GRADUATE  
STUDY; AGRICULTURAL EDUCATION;  
CURRICULUM EVALUATION; WORK  
EXPERIENCE PROGRAMS

ABSTRACT - THIS INVESTIGATION WAS

UNDERTAKEN TO DETERMINE THE PERCEPTIONS OF INTERNS AND AGRIBUSINESSMEN TOWARDS THE TECHNICAL INTERNSHIP PROGRAM IN AGRICULTURAL EDUCATION AT AUBURN UNIVERSITY. THE INTERNSHIP PROGRAM WAS DESIGNED TO PROVIDE A SUPERVISED PRACTICUM TO FAMILIARIZE GRADUATE STUDENTS WITH TECHNOLOGICAL CHANGES AS WELL AS TO ACQUAINT THEM WITH THE JOB COMPETENCIES FOUND IN AGRIBUSINESS CONCERNS. THE EVALUATION STUDY WAS DESIGNED TO ASSESS THE PARTICIPANTS' VIEWS ABOUT THE EFFECTIVENESS AND VALUE OF THE PROGRAM. THE FINDINGS WERE BASED ON QUESTIONNAIRE DATA SUPPLIED BY 37 INTERNS AND 37 AGRIBUSINESSMEN FOLLOWING THEIR TECHNICAL INTERNSHIP EXPERIENCES DURING THE SUMMER QUARTERS OF 1971, 1972, AND 1973. THIS REPORT DESCRIBES THE BACKGROUND OF THE PROBLEM, REVIEWS THE RELATED LITERATURE, AND PRESENTS THE DATA WITH SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS. SAMPLE INSTRUMENTS ARE APPENDED, ALONG WITH OTHER PROGRAM-RELATED MATERIALS. (AUTHOR/NJ)

#### VT 102 500

DIRECTORY OF TASK INVENTORIES.  
VOLUME 1.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. UN6, \$4.00 EA.) PUB DATE - 74 59P.; RELATED DOCUMENT VT 102 501 IN THIS ISSUE.

DESCRIPTORS - \*JOB SKILLS; \*TASK ANALYSIS; EMPLOYMENT QUALIFICATIONS; \*DIRECTORIES

ABSTRACT - THIS DIRECTORY CONSISTS OF TASK INVENTORIES, OR LISTINGS OF ACTIVITIES PERFORMED BY WORKERS ON THEIR JOBS. THESE INVENTORIES ARE USED FOR IDENTIFICATION AND SELECTION OF TRAINING PROGRAMS AND

METHODS, DEVELOPMENT OF LEARNING OBJECTIVES AND TESTS, AND SETTING STANDARDS FOR EQUAL OPPORTUNITIES EMPLOYMENT PROGRAMS. THE INFORMATION REPORTED IN THIS DIRECTORY, VOLUME 1, WAS COMPILED FROM A REVIEW OF DOCUMENTS FROM STATE EDUCATIONAL AND EMPLOYMENT SERVICE AGENCIES, OCCUPATIONAL CURRICULUM LABORATORIES AND RESEARCH COORDINATING UNITS, BRANCHES OF THE ARMED FORCES, SELECTED PRIVATE R & D AGENCIES, AND OTHER ORGANIZATIONS. THE DIRECTORY LISTINGS INCLUDE THE FOLLOWING INFORMATION FOR EACH DOCUMENT CITED: ACCESSION NUMBER, TITLE, AUTHOR, PUBLICATION DATE, OCCUPATIONAL AREA OR JOB TITLE, NUMBER OF TASKS, AND AVAILABILITY INFORMATION. (AUTHOR/NJ)

#### VT 102 501

DIRECTORY OF TASK INVENTORIES.  
VOLUME 2.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. OEG-0-74-1671 CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. UN7, \$7.00 EA.) PUB DATE - 75 108P.; RELATED DOCUMENT VT 102 500 IN THIS ISSUE.

DESCRIPTORS - \*JOB SKILLS; \*TASK ANALYSIS; EMPLOYMENT QUALIFICATIONS; \*DIRECTORIES

ABSTRACT - THIS DIRECTORY CONSISTS OF TASK INVENTORIES, OR LISTINGS OF ACTIVITIES PERFORMED BY WORKERS ON THEIR JOBS. THESE INVENTORIES ARE USED FOR IDENTIFICATION AND SELECTION OF TRAINING PROGRAMS AND METHODS, DEVELOPMENT OF LEARNING OBJECTIVES AND TESTS, AND SETTING STANDARDS FOR EQUAL OPPORTUNITY EMPLOYMENT PROGRAMS. THE INFORMATION REPORTED IN THIS DIRECTORY, VOLUME 2, WAS COMPILED FROM A REVIEW OF DOCUMENTS FROM STATE EDUCATIONAL AND EMPLOYMENT

SERVICE AGENCIES, OCCUPATIONAL CURRICULUM LABORATORIES AND RESEARCH COORDINATING UNITS, BRANCHES OF THE ARMED FORCES, SELECTED PRIVATE R & D AGENCIES, AND OTHER ORGANIZATIONS. TASK INVENTORIES RESULTING FROM RESEARCH AND ANALYSIS EFFORTS OF UNIVERSITY GRADUATE RESEARCH DEPARTMENTS, FEDERAL AGENCIES, AND INDUSTRY ARE ALSO REPORTED IN THIS VOLUME OF THE DIRECTORY. THE DIRECTORY LISTINGS INCLUDE THE FOLLOWING INFORMATION FOR EACH DOCUMENT CITED: ACCESSION NUMBER, TITLE, AUTHOR, PUBLICATION DATE, OCCUPATIONAL AREA OR JOB TITLE, NUMBER OF TASKS, AND AVAILABILITY INFORMATION.  
(AUTHOR/NJ)

#### VT 102 502

A SYSTEMATIC APPROACH TO EVALUATING CAREER EDUCATION MATERIALS AT THE LOCAL LEVEL.

PEAT, MARWICK, MITCHELL AND CO., WASHINGTON, D.C.

OFFICE OF CAREER EDUCATION (DHEW/OE), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
OEC-0-74-9025  
PUB DATE - NOV74 49P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*CURRICULUM EVALUATION; \*RESOURCE MATERIALS; \*MEASUREMENT INSTRUMENTS; INSTRUCTIONAL MATERIALS  
IDENTIFIERS - \*ASSESSMENT

ABSTRACT - THIS DOCUMENT CONTAINS TWO PRODUCTS, BOTH OF WHICH EVOLVED FROM THREE NATIONAL ASSESSMENTS OF CAREER EDUCATION CURRICULUM MATERIALS SPONSORED BY THE U.S. OFFICE OF EDUCATION. THESE PRODUCTS WERE DESIGNED TO MEET THE NEED FOR AN ASSESSMENT PROCESS BY WHICH LOCAL LEVEL PRACTITIONERS IN CAREER EDUCATION CURRICULUM DEVELOPMENT COULD PERFORM THEIR OWN EVALUATION OF INSTRUCTIONAL MATERIALS. CONTAINED IN THE DOCUMENT IS A REFINED VERSION OF THE ASSESSMENT INSTRUMENT DEVELOPED BY THE EDUCATION PROFESSIONALS WHO SERVED ON THE THREE ASSESSMENT TEAMS. ALSO

INCLUDED IS A LIST OF SUGGESTED RESOURCES FROM WHICH LOCAL PRACTITIONERS CAN OBTAIN CAREER EDUCATION INSTRUCTIONAL MATERIALS OR INFORMATION ABOUT SUCH MATERIALS FOR ASSESSMENT PURPOSES.  
(AUTHOR/NJ)

#### VT 102 503

KOONTZ, RONALD G.

A CLASSIFICATION SCHEME FOR CAREER EDUCATION RESOURCE MATERIALS.

OFFICE OF CAREER EDUCATION (DHEW/OE), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 40P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*RESOURCE MATERIALS;  
\*CLASSIFICATION; \*INFORMATION SYSTEMS; LIBRARY REFERENCE SERVICES; \*GOVERNMENT LIBRARIES

ABSTRACT - THE PURPOSE OF THIS PAPER WAS TO DEVISE A CLASSIFICATION SCHEME FOR CAREER EDUCATION RESOURCE MATERIAL WHICH WOULD ENABLE AN INDIVIDUAL TO SEARCH FOR MATERIAL USING KEY DESCRIPTORS, TO DETERMINE THE CONTENT OF RESOURCE MATERIALS THROUGH THE CATALOGING OF INFORMATION, AND TO QUICKLY RETRIEVE CAREER EDUCATION MATERIALS. THE CLASSIFICATION SCHEME WILL BE USED TO DEVELOP THE UNITED STATES OFFICE OF EDUCATION OFFICE OF CAREER EDUCATION RESOURCE LIBRARY AND WILL BE DISSEMINATED TO INTERESTED STATE DEPARTMENTS OF EDUCATION AND LOCAL SCHOOL DISTRICTS TO ASSIST THEM IN CLASSIFYING THEIR OWN CAREER EDUCATION RESOURCE MATERIALS. THE SCHEME INCLUDES THE FOLLOWING NINE ITEMS: (1) RETRIEVAL NUMBER, (2) TITLE WITH BRIEF DESCRIPTION OF MATERIAL, (3) SOURCE AND DATE OF MATERIAL, (4) EDUCATIONAL LEVEL, (5) DISCIPLINE AND CONTENT AREA, (6) CAREER CLUSTER, (7) CAREER EDUCATION STATE, (8) SPECIAL GROUPS, AND (9) TYPE OF MATERIAL. PART III ILLUSTRATES HOW TO USE THE CLASSIFICATION SCHEME FOR CATALOGING AND FILING INFORMATION,

AND THE FOURTH SECTION DESCRIBES STORAGE AND RETRIEVAL OF THE RESOURCE MATERIALS. THE FIFTH SECTION TELLS ABOUT CONVERTING FROM A CARD CATALOG TO A COMPUTERIZED MODE. APPENDED ARE DESCRIPTIONS OF THE DISCIPLINE AND CONTENT AREAS, SPECIAL GROUPS, AND TYPE OF MATERIALS. (AUTHOR/LJ)

#### VT 102 504

BERNARD, MICHAEL EDWIN  
TASK ANALYSIS IN INSTRUCTIONAL PROGRAM DEVELOPMENT. THEORETICAL PAPER NO. 52.

WISCONSIN UNIV., MADISON. RESEARCH AND DEVELOPMENT CENTER FOR COGNITIVE LEARNING.  
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - MAY75 38P.

DESCRIPTORS - \*TASK ANALYSIS;  
\*INSTRUCTIONAL PROGRAMS; \*PROGRAM DEVELOPMENT; BEHAVIORAL OBJECTIVES; EDUCATIONAL RESEARCH; PROGRAMED INSTRUCTION; \*INSTRUCTIONAL DESIGN; \*SEQUENTIAL LEARNING; LEARNING THEORIES; LITERATURE REVIEWS

ABSTRACT - A REVIEW OF TASK ANALYSIS PROCEDURES BEGINNING WITH THE MILITARY TRAINING AND SYSTEMS DEVELOPMENT APPROACH AND COVERING THE MORE RECENT WORK OF GAGNE, KLAUSMEIER, MERRILL, RESNICK, AND OTHERS IS PRESENTED ALONG WITH A PLAN FOR EFFECTIVE INSTRUCTION BASED ON THE REVIEW OF TASK ANALYSIS. LITERATURE DEALING WITH THE USE OF TASK ANALYSIS IN PROGRAMED INSTRUCTION DESIGNED TO TEACH CONCEPTS AND PRINCIPLES IS SUMMARIZED. TOPICS RELATING TO INSTRUCTIONAL OBJECTIVES AND THE ORGANIZATION OF SUBJECT MATTER KNOWLEDGE, LEARNING HIERARCHIES, HIERARCHIAL DEPENDENCY IN COGNITIVE DEVELOPMENT, AND INSTRUCTIONAL ANALYSIS AND SEQUENCING ARE EXAMINED FROM A TASK ANALYSIS PERSPECTIVE. RESEARCH RECOMMENDATIONS AND CRITIQUE ARE PROVIDED. (AUTHOR)

#### VT 102 505

GREATER MILWAUKEE METROPOLITAN AREA CAREER EDUCATION PROJECT. PHASE III REPORT.

MILWAUKEE AREA TECHNICAL COLL., WIS.

WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 81P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*PROGRAM DESCRIPTIONS; INSERVICE PROGRAMS; \*SCHOOL COMMUNITY PROGRAMS; METROPOLITAN AREAS IDENTIFIERS - MILWAUKEE; WISCONSIN

ABSTRACT - THIS THIRD REPORT OF THE GREATER MILWAUKEE AREA CAREER EDUCATION PROJECT DOCUMENTS THE PHASE III ACTIVITIES AND ACCOMPLISHMENTS OF THE PROJECT, FROM OCTOBER 1974 TO JULY 1975. THE FOLLOWING OBJECTIVES WERE ACCOMPLISHED. CONTACT PERSONS HAVE BEEN ESTABLISHED IN EACH DISTRICT TO PROMOTE CAREER EDUCATION. THREE ONE-WEEK WORKSHOPS, TWO ADULT CAREER CONFERENCES, AND A CAREER EDUCATION SEMINAR FOR LEADERS FROM EDUCATION, BUSINESS, INDUSTRY, LABOR, AND THE COMMUNITY WERE CONDUCTED. THE PUBLISHING OF A NEWSLETTER HAS CONTINUED, WITH CIRCULATION TRIPLING SINCE THE BEGINNING OF THE 1973-74 FISCAL YEAR. IN ADDITION, PERSONS FROM 35 AREA SCHOOLS HAVE USED PUBLICATIONS AND FILMS FROM THE PROJECT LENDING LIBRARY. THIS REPORT OUTLINES THE OBJECTIVES AND PRESENTS THE PROCEDURES AND RESULTS WITH CONCLUSIONS AND RECOMMENDATIONS. PROJECT-RELATED MATERIALS ARE INCLUDED IN THE APPENDIXES. (NJ)

#### VT 102 506

SCHINDLER, JOHN; AND OTHERS  
DETERMINATION OF REQUIRED SKILLS NECESSARY FOR JOB ENTRY LEVEL OF EMPLOYMENT IN THE AUTO BODY TRADE. FINAL REPORT.

SOUTHWEST WISCONSIN VOCATIONAL -



TECHNICAL INST., FENNIMORE.  
WISCONSIN STATE BOARD OF  
VOCATIONAL, TECHNICAL, AND ADULT  
EDUCATION, MADISON.; OFFICE OF  
EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 61P.

DESCRIPTORS - \*AUTO BODY REPAIRMEN;  
\*SKILL ANALYSIS; \*EMPLOYMENT  
QUALIFICATIONS; VOCATIONAL  
EDUCATION; \*OCCUPATIONAL SURVEYS;  
CURRICULUM DEVELOPMENT

ABSTRACT - A STUDY TO IDENTIFY THE  
BASIC SKILLS AND TASKS THAT ARE  
NECESSARY TO OBTAIN JOB-ENTRY LEVEL  
EMPLOYMENT AS AN AUTO BODY  
TECHNICIAN WAS CONDUCTED AT THE  
SOUTHWEST WISCONSIN VOCATIONAL-  
TECHNICAL INSTITUTE FROM MARCH TO  
JULY 1975. SURVEYS WERE DISTRIBUTED  
TO EMPLOYEES, VOCATIONAL GRADUATES,  
AND EMPLOYERS IN THE AUTO BODY  
TRADE. THE SURVEY DETERMINED BASIC  
SKILLS NECESSARY FOR JOB-ENTRY  
LEVEL AND THEIR DEGREE OF  
IMPORTANCE. IN ADDITION TO THE  
OPINIONS ON THE IMPORTANCE OF AUTO  
BODY SKILLS, INFORMATION IS  
PRESENTED CONCERNING EMPLOYEE AND  
EMPLOYER CHARACTERISTICS,  
GRADUATES' OPINIONS OF THEIR  
TRAINING, AND SUGGESTIONS FOR  
CURRICULUM REVISION. A SAMPLE OF  
THE SURVEY INSTRUMENT IS APPENDED.  
(AUTHOR/NJ)

VT 102 507  
REED, KAREN  
ALL OHIO VOCATIONAL YOUTH CAMP.

OHIO FFA CAMP MUSKINGUM, INC.,  
CARROLLTON.  
OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUL74 6P.

DESCRIPTORS - \*YOUTH LEADERS;  
\*SUMMER WORKSHOPS; \*VOCATIONAL  
EDUCATION; STUDENT LEADERSHIP;  
LEADERSHIP TRAINING; \*STUDENT  
ORGANIZATIONS  
IDENTIFIERS - FUTURE FARMERS OF

AMERICA; FFA; OHIO

ABSTRACT - A WORKSHOP FOR 212  
SELECTED VOCATIONAL EDUCATION  
STUDENTS IN OHIO WAS HELD IN JULY  
1974, AT CAMP MUSKINGUM WITH  
PROVISIONS FOR EDUCATIONAL  
SESSIONS, LARGE AND SMALL GROUP  
DISCUSSIONS, AND RECREATION AND  
SOCIAL PARTICIPATION. THE WORKSHOP  
ACTIVITIES WERE PLANNED AND  
CONDUCTED BY THE STUDENTS. EACH  
PARTICIPANT, THROUGH THE USE OF  
VARIOUS TECHNIQUES, WAS ENCOURAGED  
TO INVOLVE MEMBERS OF THEIR LOCAL  
SCHOOLS AND COMMUNITIES IN CRITICAL  
THINKING AND LEADERSHIP  
DEVELOPMENT. EVALUATIONS WERE MADE  
BY THE 10 MEMBERS OF THE YOUTH  
STAFF, 12 COUNSELORS AND 212  
PARTICIPANTS AS TO THE EXTENT OF  
YOUTH INVOLVEMENT IN THE CAMP, AND  
A FOLLOWUP WAS CONDUCTED IN THE  
SPRING OF 1975. (NJ)

VT 102 508  
GOETZ, ALAN C.  
UTILIZATION OF COMMUNITY RESOURCES.  
FINAL REPORT.

MULTNOMAH COUNTY INTERMEDIATE  
EDUCATION DISTRICT, PORTLAND, OREG.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUL75 9P.

DESCRIPTORS - \*COMMUNITY RESOURCES;  
SUMMATIVE EVALUATION; \*FILMS;  
\*ELEMENTARY SECONDARY EDUCATION;  
\*SCHOOL COMMUNITY COOPERATION;  
\*CAREER EDUCATION; ELEMENTARY  
SCHOOL TEACHERS; SECONDARY SCHOOL  
TEACHERS  
IDENTIFIERS - MULTNOMAH COUNTY;  
OREGON

ABSTRACT - THE PURPOSE OF THE  
CAREER EDUCATION FILM PROJECT WAS  
TO DEVELOP AND PRESENT A 16  
MILLIMETER MOTION PICTURE RELATING  
TO THE UTILIZATION OF COMMUNITY  
RESOURCES BY K-14 SCHOOL PERSONNEL  
AND FOR THE BENEFIT OF EMPLOYEES  
AND EMPLOYERS IN BUSINESS,  
INDUSTRY, AND GOVERNMENT. THE



FINDINGS OF THE EVALUATION REPORT INDICATED THAT THE FILM, "TODAY'S COMMUNITY AND THE SCHOOLS," MET TWO OF ITS THREE PLANNED OBJECTIVES. THE SUCCESSFULLY COMPLETED OBJECTIVES INCLUDED INFORMING TEACHERS WHAT COMMUNITY RESOURCES WERE AVAILABLE AND WHEN THE UTILIZATION OF THESE RESOURCES WOULD BE MOST APPROPRIATE IN ACHIEVING EDUCATIONAL OBJECTIVES. NO PROGRESS WAS MADE IN ACHIEVING THE THIRD OBJECTIVE, A TEACHER-DEVELOPED PROGRAM ON HOW TO SECURE COMMUNITY RESOURCES, DUE TO THE UNAVAILABILITY OF FUNDS. (LJ)

**VT 102 509**

WELLMAN, FLORENCE M.  
DEVELOPMENT OF OCCUPATIONAL CONCEPTS FOR EDUCATIONAL PROGRAMS IN GRADES 11 AND 12.

WYOMING CITY SCHOOLS, OHIO.  
OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 8P.

DESCRIPTORS - \*GRADE 11; \*GRADE 12;  
\*CAREER CHOICE; \*STUDENT NEEDS;  
\*INSTRUCTIONAL IMPROVEMENT; SENIOR  
HIGH SCHOOLS; STUDENT DEVELOPED  
MATERIALS; SCHOOL COMMUNITY  
COOPERATION

ABSTRACT - COVERING THE TIME PERIOD FROM AUGUST 1974 TO JUNE 1975, THIS DOCUMENT REPORTS EXPERIENCES FURNISHED TO JUNIOR AND SENIOR HIGH SCHOOL STUDENTS OF WYOMING CITY SCHOOLS WHICH PROVIDED INFORMATION ON POSTSECONDARY EDUCATION AND CAREERS. ONE ASPECT OF THE PROJECT WAS TO ALLOW SENIORS TO PURSUE SUPPLEMENTARY LEARNING EXPERIENCES WITHIN THE COMMUNITY. OTHER ACTIVITIES INCLUDED WRITING CURRICULUM MATERIALS AND RESEARCHING CAREERS. EVALUATION WAS ACCOMPLISHED BY DAILY CONTACT WITH THE STUDENTS. (LJ)

**VT 102 510**

MAJOR, EVAN K., JR.  
SHELBY COUNTY ALABAMA'S APPROACH TO  
COMPREHENSIVE PLACEMENT SERVICES.

**FINAL REPORT.**

ALABAMA STATE DEPT. OF EDUCATION,  
MONTGOMERY. DIV. OF VOCATIONAL  
EDUCATION AND COMMUNITY COLLEGES.;  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUL75 35P.

DESCRIPTORS - DEVELOPMENTAL  
PROGRAMS; \*JOB PLACEMENT; SECONDARY  
SCHOOL STUDENTS; \*PROGRAM  
DESCRIPTIONS; \*SCHOOL COMMUNITY  
PROGRAMS; CURRICULUM DEVELOPMENT;  
SECONDARY EDUCATION

ABSTRACT - THE FIRST YEAR EFFORTS, SEPTEMBER 1974 TO JUNE 1975, OF A PROJECT TO ESTABLISH A COMPREHENSIVE PLACEMENT PROGRAM IN THE SHELBY COUNTY SCHOOLS OF ALABAMA ARE DESCRIBED. THE GENERAL OBJECTIVES OF THE PROJECT WERE TO ESTABLISH COMMUNICATION AMONG THE SCHOOLS AND THE WORK COMMUNITY AND TO USE THE INFORMATION OBTAINED FROM THIS CONTACT TOWARD CURRICULUM IMPROVEMENT. IN ADDITION, THE PROGRAM ATTEMPTED TO PROVIDE INFORMATION AND EXPERIENCES TO ASSIST THE STUDENTS IN MAKING SOUND CAREER DECISIONS, AND TO HELP THEM IMPLEMENT THEIR DECISIONS BY PLACEMENT IN EMPLOYMENT OR FURTHER TRAINING PROGRAMS. AS A RESULT OF SUGGESTIONS BY BUSINESS AND INDUSTRY CONTACTS, A UNIT OF STUDY IN PRE-EMPLOYMENT SKILLS HAS BEEN IMPLEMENTED IN ALL SCHOOLS. EXCHANGE PROGRAMS AMONG THE SCHOOL AND COMMUNITY HAVE BEEN ORGANIZED, INCLUDING STUDENTS, TEACHERS, WORKERS, AND ADMINISTRATORS. INFORMATION ABOUT SCHOOL PROGRAMS AND COURSE DESCRIPTIONS HAVE BEEN DEVELOPED TO BE MADE AVAILABLE TO THE COMMUNITY. AND FINALLY, COUNSELORS, THE VOCATIONAL COUNSELOR, AND THE PLACEMENT COORDINATOR HAVE BEEN WORKING TOGETHER TO DEVELOP A TOTAL GUIDANCE PROGRAM FOR THE SYSTEM. (NJ)

**VT 102 511**

ROERS, BETTY

**DESCRIPTIVE STUDY OF FOOD SERVICE EQUIPMENT USED IN DIFFERENT TYPES OF NORTH DAKOTA BUSINESSES.**

DEVILS LAKE PUBLIC SCHOOLS, N. DAK.; NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. RESEARCH COORDINATING UNIT. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 55P.

**DESCRIPTORS** - \*FOOD SERVICE; \*EQUIPMENT UTILIZATION; \*FACILITY UTILIZATION RESEARCH; \*FOOD HANDLING FACILITIES; SURVEYS; FOODS INSTRUCTION; \*SECONDARY SCHOOLS; FACILITY PLANNING; SECONDARY EDUCATION  
**IDENTIFIERS** - NORTH DAKOTA

**ABSTRACT** - A STUDY WAS MADE OF THE EQUIPMENT USED IN DIFFERENT TYPES OF FOOD SERVICE ESTABLISHMENTS TO AID IN THE SELECTION OF EQUIPMENT FOR FOOD SERVICE CLASSROOM INSTRUCTION. FOOD SERVICE INSTRUCTION PREPARES STUDENTS FOR FOOD SERVICE POSITIONS, THUS THE EQUIPMENT INSTALLED SHOULD BE SIMILAR TO THAT FOUND IN NORTH DAKOTA FOOD SERVICE ESTABLISHMENTS. FIFTY-NINE ESTABLISHMENTS IN EIGHT COMMUNITIES WERE PERSONALLY CONTACTED. FOOD SERVICE EMPLOYERS WERE ASKED TO GIVE THE MANUFACTURER, SIZE, SPECIFIC USES, FREQUENCY OF USE, AND AMOUNT OF TRAINING REQUIRED TO OPERATE AND CARE FOR EACH ITEM OF EQUIPMENT LISTED. BASED ON THAT INFORMATION, TWO LISTS OF RECOMMENDED EQUIPMENT WERE CONSTRUCTED. THE FIRST LIST RECOMMENDS EQUIPMENT FOR FOOD SERVICE LABORATORIES USED FOR FOOD SERVICE TRAINING, AND THE SECOND IS FOR A CONSUMER-HOMEMAKING FOODS LABORATORY WHICH PROVIDES OCCUPATIONAL AND CONSUMER-HOMEMAKING COURSES. (AUTHOR/NJ)

**VT 102 512**  
LARSHUS, LEONARD  
AGRI-BUSINESS LEARNING ACTIVITY AUDIO-VISUAL DEVELOPMENT. FINAL REPORT.

BISMARCK JUNIOR COLLEGE, N. DAK.; NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. RESEARCH COORDINATING UNIT. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 45P.

**DESCRIPTORS** - \*AGRIBUSINESS; LEARNING ACTIVITIES; \*AUDIOVISUAL AIDS; \*POST SECONDARY EDUCATION; SLIDES; ADULT STUDENTS; \*AGRICULTURAL SKILLS; SECONDARY EDUCATION; SECONDARY SCHOOL STUDENTS  
**IDENTIFIERS** - NORTH DAKOTA

**ABSTRACT** - THIS DOCUMENT REPORTS THE PREPARATION OF SLIDES TO DEMONSTRATE THE STEPS IN PERFORMING SELECTED AGRICULTURAL SKILLS. THE SLIDES WERE ASSEMBLED IN SETS WITH A SCRIPT RECORDED ON A CASSETTE TAPE. EIGHT SETS, COMPOSED OF 16 AND 28 SLIDES EACH, WERE COMPLETED ON THE FOLLOWING TOPICS: (1) TAKING A SOIL SAMPLE, (2) DOCKING AND CASTRATING LAMBS, (3) CASTRATING PIGS, (4) HOW TO PLANT A TREE, (5) THE USE OF SYRINGE FOR INTRAMUSCULAR INJECTION, (6) DEHORNING CALVES, (7) CASTRATING CALVES, AND (8) SOW AND SMALL PIG CARE. THE SETS ARE SUITABLE FOR INDIVIDUAL OR CLASSROOM USE. THEY WERE DEVELOPED FOR USE WITH POSTSECONDARY STUDENTS, BUT MAY BE USED FOR TEACHING SECONDARY OR ADULT STUDENTS. APPENDED ARE DESCRIPTIONS OF AND THE NARRATIVE FOR THE SLIDES. (LJ)

**VT 102 513**  
GOLDSTEIN, HAROLD M.; AND OTHERS  
GUIDE TO RESTRUCTURING MEDICAL MANPOWER OCCUPATIONS IN HOSPITALS.

NORTHEASTERN UNIV., BOSTON, MASS. CENTER FOR MEDICAL MANPOWER STUDIES.  
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. OFFICE OF RESEARCH AND DEVELOPMENT.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - JUL75 48P.

DESCRIPTORS - \*MANPOWER UTILIZATION; \*HEALTH OCCUPATIONS; \*HOSPITAL PERSONNEL; ADMINISTRATOR GUIDES; PROGRAM EVALUATION; \*METHODS

ABSTRACT - THIS BROCHURE IS WRITTEN FOR HOSPITAL ADMINISTRATORS, CHIEFS OF SERVICES, AND HEALTH PERSONNEL IN GENERAL. ITS PURPOSE IS TO PRESENT A METHODOLOGY FOR ANALYZING THE UTILIZATION OF HEALTH MANPOWER AND FOR RESTRUCTURING HEALTH MANPOWER OCCUPATIONS IN A HOSPITAL SETTING. THE EXPERIENCE OF THE CENTER FOR MEDICAL MANPOWER STUDIES IN THIS AREA IS DESCRIBED IN THE BROCHURE. SOME TOPICS DEALT WITH ARE: THE NEED TO EVALUATE HEALTH MANPOWER UTILIZATION; ANALYSIS OF HOSPITAL PERSONNEL UTILIZATION; METHODS OF EVALUATION; RESTRUCTURING TECHNIQUES; AND GUIDELINES FOR IMPROVEMENT OF HEALTH MANPOWER UTILIZATION. (AUTHOR/NJ)

VT 102 514

LEADERSHIP FOR CHANGE. NATIONAL EPD SEMINAR PROCEEDINGS (NEW ORLEANS, DECEMBER 6, 1974).

OKLAHOMA STATE UNIV., STILLWATER. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - 06DEC74 118P.

DESCRIPTORS - \*LEADERSHIP; EDUCATIONAL LEGISLATION; \*VOCATIONAL EDUCATION; \*SEMINARS; \*CHANGE AGENTS; \*CONFERENCE REPORTS IDENTIFIERS - EDUCATION PROFESSIONS DEVELOPMENT ACT; EDPA

ABSTRACT - PRESENTED ARE THE PROCEEDINGS OF THE NATIONAL EDUCATION PROFESSIONS DEVELOPMENT SEMINAR, LEADERSHIP FOR CHANGE, HELD IN DECEMBER 1974. TRANSCRIPTS OF THE SPEECHES GIVEN INCLUDE LEADERSHIP IN VOCATIONAL EDUCATION: POTENTIAL FOR CHANGE; VOCATIONAL EDUCATION LEGISLATION; AND LEADERSHIP IN VOCATIONAL EDUCATION:

AVENUES FOR CHANGE. PANEL AND COMMITTEE MEMBERS ARE LISTED, AND THE EVALUATION RESULTS OF THE SEMINAR ARE ALSO INCLUDED. APPENDED IS A LIST OF THE SEMINAR PARTICIPANTS AND THE SCHEDULE. (LJ)

VT 102 515

PROJECT RACE: RESEARCHED ACTIVITIES FOR CAREER EDUCATION. INTERIM REPORT.

WEATHERFORD INDEPENDENT SCHOOL DISTRICT, TEX. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. OEG-0-73-5306

PUB DATE - 21JUN75 181P.; PAGES 5 AND 6 OF THE ORIGINAL DOCUMENT ARE COPYRIGHTED AND THEREFORE NOT AVAILABLE. THEY ARE NOT INCLUDED IN THE PAGINATION.

DESCRIPTORS - \*CAREER EDUCATION; DEVELOPMENTAL PROGRAMS; \*ELEMENTARY GRADES; \*SECONDARY GRADES; ELEMENTARY SECONDARY EDUCATION; GUIDANCE SERVICES; \*PROGRAM DESCRIPTIONS; FOLLOWUP STUDIES; JOB PLACEMENT; \*PROGRAM EVALUATION; SCHOOL DISTRICTS

ABSTRACT - ACTIVITIES OF THE SECOND YEAR OF A CAREER EDUCATION PROJECT IN WEATHERFORD, TEXAS FROM JULY 1974 TO JUNE 1975 ARE DOCUMENTED. A COUNSELING COMPONENT WAS ESTABLISHED AT ALL LEVELS AS WELL AS THE DEVELOPMENT OF SELF-AWARENESS AND POSITIVE ATTITUDES TOWARD WORK AT THE K-7 LEVEL, CAREER INVESTIGATION EXPERIENCES FOR GRADE EIGHT, AND EXPLORATORY EXPERIENCES AND PLACEMENT AND FOLLOWUP PROGRAMS FOR STUDENTS IN GRADES 9-12. AS A RESULT OF THE PROJECT, THE CONCEPTS OF CAREER EDUCATION HAVE BEEN WIDELY ACCEPTED BY TEACHERS AND STUDENTS IN THE DISTRICT. COMMUNITY SUPPORT FOR THE PROGRAM HAS CONTINUED TO GROW AS EVIDENCED BY VOLUNTARY INVOLVEMENT AND COOPERATION IN CAREER EDUCATION ACTIVITIES. DURING THIS REPORTED PERIOD, THE TEACHERS OF THE DISTRICT COMPLETED A SET OF

CURRICULUM GUIDES AND IDEA BOOKS WHICH WERE DISTRIBUTED TO ALL TEACHERS, K-7, AND INTEGRATED INTO THE ACADEMIC DISCIPLINES. APPENDED ARE PROJECT-GENERATED MATERIALS INCLUDING ELEMENTARY AWARENESS GUIDELINES, RESOURCE MATERIAL LISTINGS, A MINICOURSE, SENIOR HANDBOOK, AND PLACEMENT AND FOLLOWUP DATA. A THIRD PARTY EVALUATION REPORT IS ALSO INCLUDED. (NJ)

**VT 102 516**

CRON, C. THOMAS  
A CAREER EDUCATION COUNSELING PROJECT. INTERIM REPORT.

CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT, TEX.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
OEG-0-73-5255  
PUB DATE - AUG75 284P.

DESCRIPTORS - SCHOOL DISTRICTS;  
\*CAREER EDUCATION; DEVELOPMENTAL  
PROGRAMS; \*VOCATIONAL COUNSELING;  
ELEMENTARY GRADES; SECONDARY  
GRADES; COUNSELING PROGRAMS;  
\*FORMATIVE EVALUATION; \*ELEMENTARY  
SECONDARY EDUCATION; \*STATISTICAL  
ANALYSIS

ABSTRACT - COVERING THE PERIOD OF JUNE 1974 TO JUNE 1975, THIS REPORT AND FINAL EVALUATION DOCUMENT THE SECOND YEAR OPERATION OF A CAREER EDUCATION COUNSELING PROJECT IN THE CORPUS CHRISTI SCHOOLS. THE COMPONENTS OF THE PROJECT EMPHASIZED AWARENESS AND CAREER ORIENTATION FOR K-6, ESTABLISHED CAREER RESOURCE AREAS IN JUNIOR HIGH SCHOOL LIBRARIES, AND DEVELOPED CAREER GUIDANCE AND PLACEMENT CENTERS IN THE SENIOR HIGH SCHOOLS. JOB PREPARATION TRAINING FOR OUT-OF-SCHOOL YOUTH WAS PROVIDED DURING EVENING HOURS. APPENDIXES INCLUDE STUDENT AND TEACHER RESOURCE LISTS AND CAREER GUIDANCE INSTRUMENTS. THE FINAL EVALUATION PRESENTS QUESTIONNAIRE ITEMS AND RATING SCALES USED IN THE EVALUATION. THE STATISTICAL REPORT

PRESENTS 90 TABLES WHICH DESCRIBE THE RESULTS OF QUESTIONNAIRES FROM EACH GRADE LEVEL AND HIGHLIGHT THE INDIVIDUALISTIC NATURE OF THE PROGRAM WHICH WAS ALTERED TO FIT THE NEEDS OF EACH SCHOOL AND GRADE. APPENDED TO THE EVALUATION ARE STUDENT AND TEACHER PARTICIPATION INSTRUMENTS AS WELL AS THE NORM DATA. (AUTHOR/NJ)

**VT 102 517**

NAVARA, JAMES L.  
A PROPOSAL TO DEVELOP AND IMPLEMENT A COMPREHENSIVE CAREER EDUCATION PROGRAM K-14 IN A THREE-COUNTY NON-URBAN AREA IN MISSOURI. INTERIM REPORT.

STATE FAIR COMMUNITY COLL.,  
SEDALIA, MO.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
OEG-0-73-5311  
PUB DATE - JUN75 113P.

DESCRIPTORS - \*CAREER EDUCATION;  
DEVELOPMENTAL PROGRAMS; \*RURAL  
AREAS; ELEMENTARY SECONDARY  
EDUCATION; POST SECONDARY  
EDUCATION; \*PROGRAM DESCRIPTIONS;  
\*SUMMATIVE EVALUATION

ABSTRACT - COVERING THE PERIOD OF JUNE 1974 TO MAY 1975, THIS REPORT DESCRIBES AND EVALUATES THE SECOND YEAR ACTIVITIES OF A COMPREHENSIVE K-14 CAREER EDUCATION PROJECT IN A THREE-COUNTY RURAL AREA OF MISSOURI. AS A RESULT OF THE THIRD PARTY EVALUATION THE FOLLOWING CONCLUSIONS WERE REACHED. THE PROJECT HAS MADE A DESIRED POSITIVE IMPACT ON TEACHERS IN THE 10 SCHOOL DISTRICTS SERVED, HAS ESTABLISHED COMMUNICATION BETWEEN PROJECT STAFF AND THE SCHOOLS, AND HAS BEEN ACTIVE AND MODERATELY EFFECTIVE IN THE AREA OF PLACEMENT SERVICES. CONSIDERABLE USE OF AUDIOVISUAL MATERIALS WAS MADE WITH 92 PERCENT OF THE RESPONDENTS RATING THE MATERIALS AS GOOD OR EXCELLENT. INSERVICE TRAINING WAS PROVIDED TO ALL PROFESSIONAL MEMBERS IN NINE OF THE 10 DISTRICTS WITH THE "HOW TO"



TYPE OF WORKSHOPS AND ONSITE ASSISTANCE RECEIVING HIGH RATINGS. NO SIGNIFICANT DIFFERENCE WAS SHOWN FROM THE TEST DATA IN GRADES 3 AND 9 BETWEEN NONPARTICIPANTS AND PARTICIPANTS ON SELF-AWARENESS, AND KNOWLEDGE ABOUT JOBS AND CAREER DECISIONS. RESULTS OF THE TEST DATA IN GRADE 12 SHOWED SIGNIFICANT DIFFERENCES BETWEEN MEAN SCORES OF PARTICIPANTS AND THE NORMATIVE GROUPS. APPENDIXES INCLUDE LISTS OF PERSONNEL, RESOURCE MATERIALS, SAMPLE INSTRUMENTS, AND OTHER PROJECT-RELATED MATERIALS AND INFORMATION. (AUTHOR/NJ)

**VT 102 518**  
CAREER INTEREST SURVEY.

MID-IOWA COUNCIL OF THE BOY SCOUTS OF AMERICA, DES MOINES.; DES MOINES PUBLIC SCHOOLS, IOWA.; POLK COUNTY BOARD OF EDUCATION, DES MOINES, IOWA.; IOWA STATE DEPT. OF PUBLIC INSTRUCTION, DES MOINES. GUIDANCE SERVICES SECTION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - AUG73 26P.

DESCRIPTORS - \*CAREER CHOICE; \*VOCATIONAL INTERESTS; SURVEYS; \*OCCUPATIONAL CLUSTERS; STUDENT INTERESTS; YOUTH CLUBS; SECONDARY SCHOOL COUNSELORS; \*SECONDARY SCHOOL STUDENTS; \*RECREATIONAL ACTIVITIES; SECONDARY EDUCATION IDENTIFIERS - POLK COUNTY; IOWA

ABSTRACT - THIS CAREER INTEREST SURVEY IS DESIGNED TO PROVIDE INFORMATION TO ASSIST SECONDARY SCHOOL COUNSELORS AND THE EXPLORING DIVISION OF THE BOY SCOUTS OF AMERICA IN DEVELOPING CAREER AWARENESS AND EXPLORATION PROGRAMS AND ACTIVITIES IN THE POLK COUNTY SCHOOLS. THE UNITED STATES OFFICE OF EDUCATION'S 15 OCCUPATIONAL CLUSTERS WITH THEIR RESPECTIVE OCCUPATIONAL BREAKDOWNS WERE USED IN COMPILING THIS BOOKLET. THE SURVEY FURTHER SUBDIVIDES THE CLASSIFICATIONS INTO TWO MORE SPECIFIC LEVELS. SINCE A STUDENT'S RECREATIONAL INTEREST ARE OF IMPORTANCE TO COOPERATING AGENCIES,

AN ADDITIONAL SECTION ON RECREATION AND HOBBIES WAS DEVELOPED. THROUGH GUIDANCE SESSIONS, STUDENTS WILL SELECT THEIR FIRST AND SECOND CAREER INTEREST CHOICE AND THEIR RECREATIONAL CHOICE EACH FALL THEY ARE ENROLLED IN SECONDARY SCHOOL. A RECORD OF THE STUDENT'S INTERESTS WILL BE KEPT IN THE STUDENT'S PERMANENT FILE. EVALUATION AND FOLLOWUP FOR THE CAREER INTEREST SURVEY WILL BE CONDUCTED OVER A SIX-YEAR PERIOD. (AUTHOR/LJ)

**VT 102 519**  
GABRIEL, RICHARD L.  
COMPREHENSIVE CAREER CURRICULUM.  
INTERIM REPORT.

DES MOINES PUBLIC SCHOOLS, IOWA. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
DEG-0-73-5280  
PUB DATE - JUL75 85P.; PAGE 52  
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DESCRIPTORS - \*CAREER EDUCATION; DEVELOPMENTAL PROGRAMS; \*PROGRAM DESCRIPTIONS; \*COMPREHENSIVE PROGRAMS; \*ELEMENTARY SCHOOL STUDENTS; \*SECONDARY SCHOOL STUDENTS; ELEMENTARY SECONDARY EDUCATION

ABSTRACT - COVERING THE TIME PERIOD OF JULY 1974 TO JUNE 1975, THIS REPORT DESCRIBES THE SECOND YEAR ACTIVITIES OF A COMPREHENSIVE CAREER EDUCATION PROGRAM IN THE DES MOINES SCHOOLS. INCLUDED AMONG THE VARIOUS COMPONENTS OF THE PROJECT WERE: CAREER EDUCATION AT THE ELEMENTARY, JUNIOR HIGH, AND SENIOR HIGH LEVELS; CAREER EDUCATION FOR THE HANDICAPPED AND FOR THE SCHOOL DROPOUT; VOCATIONAL GUIDANCE, PLACEMENT, AND FOLLOWUP; VOCATIONAL YOUTH ORGANIZATIONS; CAREER INFORMATION; AND STAFF DEVELOPMENT. DURING THIS YEAR CAREER EDUCATION WAS EXPANDED AT THE ELEMENTARY AND JUNIOR HIGH SCHOOL LEVELS, AND THE INITIAL PLANNING FOR IMPLEMENTING



CAREER EDUCATION AT THE SENIOR HIGH LEVEL WAS ACCOMPLISHED. THE PROJECT STAFF PRESENTED THE PROGRAM AT VARIOUS PROFESSIONAL AND INSERVICE MEETINGS THROUGHOUT THE MIDWEST. THE ACCOMPLISHMENT OF EACH OF THE PROJECT COMPONENTS IS BRIEFLY REPORTED. NEWSCLIPPINGS RELATING PROJECT ACTIVITIES ARE INCLUDED IN THE APPENDIX. (NJ)

**VT 102 520**

BALL, ROBERT R.

SURVEY OF DES MOINES STUDENT EMPLOYMENT. SUMMER 1974. SCHOOL YEAR 1974-75.

DES MOINES PUBLIC SCHOOLS, IOWA. CAREER PLACEMENT CENTER.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - 01MAY75 78P.

DESCRIPTORS - \*SENIOR HIGH SCHOOLS; \*SURVEYS; \*STUDENT EMPLOYMENT; \*STUDENT PLACEMENT; \*SCHOOL DISTRICTS; STUDENT ATTITUDES; COUNSELING EFFECTIVENESS

ABSTRACT - BEGINNING IN 1973, THE CAREER PLACEMENT CENTER OF THE DES MOINES INDEPENDENT SCHOOL DISTRICT INSTITUTED A STUDENT EMPLOYMENT SURVEY IN AN ATTEMPT TO QUANTIFY PART-TIME STUDENT EMPLOYMENT DURING THE SUMMER AND SCHOOL MONTHS. THE DATA PRESENTED WAS COLLECTED OVER A TWO-YEAR PERIOD AND REPRESENTS 2,074 SENIOR HIGH SCHOOL STUDENT RESPONSES. THERE WERE FOUR SECTIONS TO THE QUESTIONNAIRE: SUMMER EMPLOYMENT, SCHOOL YEAR EMPLOYMENT, EMPLOYMENT COUNSELOR EFFECTIVENESS, AND STUDENT ATTITUDES. THE DATA ARE PRESENTED AND ANALYZED WITH ACCOMPANYING GRAPHS AND CHARTS AND DISCUSSION OF THE CONCLUSIONS. (AUTHOR/NJ)

**VT 102 521**

BOWER, GEORGE L.; LEWIS, JOHN R. ASVAB EXPECTANCY TABLES. ADDENDUM TO "A CONCURRENT VALIDITY STUDY RELATING TO THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY TO SUCCESS IN HIGH SCHOOL VOCATIONAL-TECHNICAL COURSES".

ARMED FORCES VOCATIONAL TESTING GROUP, RANDOLPH AFB, TEX. RESEARCH DIV.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. PUB DATE - JAN75 28P.

DESCRIPTORS - \*ARMED FORCES; SUCCESS FACTORS; \*TEST VALIDITY; \*HIGH SCHOOLS; \*VOCATIONAL APTITUDE; \*EXPECTANCY TABLES; SECONDARY EDUCATION

ABSTRACT - THE TECHNICAL RESEARCH NOTE, A SUPPLEMENTAL GUIDE TO INTERPRETING THE RESULTS OF THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) FOR LOCAL GUIDANCE AND COUNSELING PROGRAMS, IS DESIGNED FOR USE BY HIGH SCHOOL COUNSELORS, SERVICE TEST ADMINISTRATORS, AND EDUCATIONAL SPECIALISTS. THIS ADDENDUM TO THE ORIGINAL STUDY PRESENTS EXPECTANCY TABLES FOR 28 CIVILIAN VOCATIONAL-TECHNICAL COURSES WHICH ENROLLED 5,211 STUDENTS IN 25 HIGH SCHOOLS SITUATED IN THE NORTHEAST, MIDWEST, AND FAR WEST REGIONS OF THE COUNTRY. ALSO INCLUDED IS A SUGGESTED ASVAB INTERPRETATIVE GUIDE. THIS TECHNICAL RESEARCH NOTE IS AN ABSTRACT OF A MORE COMPREHENSIVE TREATMENT OF THE DATA CONTAINED IN ARMED FORCES VOCATIONAL TESTING GROUP TECHNICAL RESEARCH REPORT 74-5. (JANUARY 1975). (AUTHOR)

**VT 102 522**

GOALS FOR VOCATIONAL EDUCATION PROFESSIONAL DEVELOPMENT SYSTEM OR MODEL FOR WISCONSIN. REPORT OF SURVEY.

WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON. RESEARCH COORDINATING UNIT.; WISCONSIN UNIV., - STOUT, MENOMONIE. CENTER FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - SEP75 19P.

DESCRIPTORS - \*VOCATIONAL EDUCATION TEACHERS; MODELS; \*STATE SURVEYS; PROGRAM DEVELOPMENT; PROGRAM PLANNING; \*ADMINISTRATOR ROLE; \*STAFF IMPROVEMENT IDENTIFIERS - WISCONSIN

ABSTRACT - THE PURPOSE OF THIS SURVEY WAS TO VALIDATE A LIST OF SEVEN GOALS FOR A VOCATIONAL EDUCATION PROFESSIONAL DEVELOPMENT SYSTEM OR MODEL. THE ESTABLISHMENT OF GOALS FOR THE MODEL WAS TO BE THE PRELIMINARY STEP IN THE DEVELOPMENT OF A FIVE-YEAR PLAN FOR A VOCATIONAL EDUCATION PROFESSIONAL DEVELOPMENT SYSTEM IN WISCONSIN. A REVIEW OF THE LITERATURE RESULTED IN A LIST OF GOALS WHICH WERE INCORPORATED INTO A QUESTIONNAIRE THAT WAS THEN MAILED TO 160 VOCATIONAL EDUCATION TEACHER EDUCATORS AND ADMINISTRATORS. THE QUESTIONNAIRE IDENTIFIED RESPONDENTS BY TYPE OF AGENCY OR INSTITUTION, THEIR AREA IN VOCATIONAL EDUCATION, AND THEIR PERCEPTION AS TO THE DEGREE OF IMPORTANCE, EXTENT OF ACHIEVEMENT, AND AGENCY RESPONSIBILITIES FOR ACHIEVING EACH GOAL. THE TABULATED RESULTS OF THE SURVEY APPEAR IN THE REPORT, ALONG WITH A SUMMARY OF COMMENTS AND SAMPLE INSTRUMENT. (AUTHOR/NJ)

VT 102 523

TARTAGLIONE, ARTHUR PAUL, JR.  
PROJECT I.C.E. (INVESTIGATING CAREER EDUCATION). FINAL REPORT 1974-1975.

CATHOLIC DIOCESE OF PROVIDENCE, R.I.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 80P.

DESCRIPTORS - \*CAREER EDUCATION; \*PILOT PROJECTS; \*PROGRAM DESCRIPTIONS; \*SECONDARY EDUCATION; COMPREHENSIVE PROGRAMS; \*CATHOLIC SCHOOLS

ABSTRACT - FIVE HIGH SCHOOLS AND THREE MIDDLE SCHOOLS PARTICIPATED

IN A CAREER EDUCATION PROJECT CONDUCTED DURING 1974-75 IN THE CATHOLIC DIOCESE OF PROVIDENCE, RHODE ISLAND. THE PROGRAM WAS DESIGNED TO AID STUDENTS IN THE DEVELOPMENT OF MAXIMUM AWARENESS OF SELF AND OF COMMUNITY. DURING THE FIRST PROJECT YEAR, AN AWARENESS OF THE CONCEPT OF CAREER EDUCATION WAS COMMUNICATED TO THE PERSONNEL OF THE PILOT SCHOOLS THROUGH CONFERENCES, MEETINGS, AND WORKSHOPS. A RESOURCE CENTER OF CAREER EDUCATION MATERIALS WAS ESTABLISHED, AND A NEWSLETTER WAS DEVELOPED AND DISSEMINATED. THIS REPORT CONTAINS A DESCRIPTION OF THE OVERALL OPERATION FOR THE YEAR, AS WELL AS INDIVIDUAL PROFILES AND EVALUATIONS FROM EACH OF THE PILOT SCHOOLS. (NJ)

VT 102 524

PERFORMANCE SKILLS PROFILE.  
EXEMPLARY PROJECT. FINAL REPORT.

CONTOOCCOOK VALLEY REGIONAL SCHOOL DISTRICT, PETERBOROUGH, N.H.  
NEW HAMPSHIRE STATE DEPT. OF EDUCATION, CONCORD. VOCATIONAL-TECHNICAL EDUCATION DIV.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 74P.

DESCRIPTORS - DEVELOPMENTAL PROGRAMS; \*VOCATIONAL EDUCATION; \*PERFORMANCE CRITERIA; \*PROFILE EVALUATION; STUDENT EVALUATION; \*SKILL ANALYSIS; \*CHARTS

ABSTRACT - THE VOCATIONAL GUIDANCE COUNSELOR AT CONTOOCCOOK VALLEY REGIONAL HIGH SCHOOL IN PETERBOROUGH, NEW HAMPSHIRE DEVELOPED INDIVIDUAL PROGRESS CHARTS OF PERFORMANCE SKILLS PROFILES FOR EACH VOCATIONAL COURSE OFFERED. THE PURPOSE OF THE SKILLS PROFILE IS TO REPORT A STUDENT'S PROGRESS IN TERMS OF THE SKILLS LEVEL ATTAINED, AND THUS PROVIDE SPECIFIC INFORMATION TO STUDENTS, PARENTS, TEACHERS, PROSPECTIVE EMPLOYERS, OR ADMISSION COUNSELORS. INCLUDED IN THE REPORT ARE THE PROFILES THAT WERE DEVELOPED FOR THE FOLLOWING AREAS: BUILDING

CONSTRUCTION, VOCATIONAL DRAFTING, ELECTRONICS, RESIDENTIAL WIRING, HEALTH OCCUPATIONS, FOOD SERVICES, OFFICE PROCEDURES, ACCOUNTING, MACHINE TOOL PROCESSES, GRAPHIC ARTS, AND HORTICULTURE. (NJ)

VT 102 525

FINLEY, MURRAY H.  
STATE OF RHODE ISLAND VOCATIONAL  
EDUCATION PART D. FINAL REPORT.

RHODE ISLAND COLL., PROVIDENCE.  
CENTER FOR EVALUATION AND RESEARCH.  
RHODE ISLAND STATE DEPT. OF  
EDUCATION, PROVIDENCE. DIV. OF  
VOCATIONAL-TECHNICAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - AUG75 117P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*SUMMATIVE EVALUATION; \*PROGRAM  
EVALUATION; RESOURCE MATERIALS;  
\*SECONDARY SCHOOLS; \*ELEMENTARY  
SCHOOLS; ELEMENTARY SECONDARY  
EDUCATION  
IDENTIFIERS - RHODE ISLAND

ABSTRACT - COVERING THE TIME PERIOD  
OF MAY 1974 TO AUGUST 1975, THIS  
DOCUMENT IS AN EVALUATION REPORT OF  
EIGHT CAREER EDUCATION PROJECTS IN  
RHODE ISLAND ELEMENTARY AND  
SECONDARY SCHOOLS FUNDED UNDER PART  
D OF THE VOCATIONAL AMENDMENTS ACT  
OF 1968. THE EVALUATION DATA WERE  
COLLECTED BY ONSITE VISITS AND  
TEACHER OBSERVATIONS. UNSTRUCTURED  
INTERVIEWS WERE CONDUCTED WITH ALL  
PROJECT DIRECTORS AND WITH NEARLY  
ALL TEACHERS. INFORMATION PROVIDED  
BY EVALUATION FORMS, COMPLETED BY  
THE PROJECT DIRECTORS AND TEACHERS,  
ENABLED THE EVALUATOR TO COMPILE A  
LIST OF ALL PUBLISHED AND INHOUSE  
DEVELOPED MATERIALS REPORTED BY THE  
PARTICIPATING SCHOOLS. THIS REPORT  
CONTAINS EVALUATIONS OF EACH OF THE  
INDIVIDUAL PROJECTS, WITH  
OBJECTIVES AND ACCOMPLISHMENTS, AND  
INCLUDES FORMS USED IN DATA  
COLLECTION, AND A BIBLIOGRAPHY OF  
CAREER EDUCATION RESOURCE  
MATERIALS. (NJ)

VT 102 526

WATKINS, PHILIP A.

"CAREER DAYS" EXEMPLARY PROJECT.  
FINAL REPORT.

HALL-DALE HIGH SCHOOL, HALLOWELL,  
MAINE.

MAINE STATE DEPT. OF EDUCATIONAL  
AND CULTURAL SERVICES, AUGUSTA.  
BUREAU OF VOCATIONAL EDUCATION;  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 20JUN75 25P.

DESCRIPTORS - DEVELOPMENTAL  
PROGRAMS; \*CAREER EDUCATION;  
INSERVICE TEACHER EDUCATION; \*FIELD  
TRIPS; \*WORK EXPERIENCE PROGRAMS;  
SENIOR HIGH SCHOOLS; \*GRADE 11;  
\*GRADE 10

ABSTRACT - COVERING THE PERIOD OF  
SEPTEMBER 1974 TO JUNE 1975, THIS  
REPORT DESCRIBES THE ACTIVITIES OF  
AN EXEMPLARY PROJECT IN CAREER  
EDUCATION FOR HALL-DALE HIGH SCHOOL  
STUDENTS. THE MAIN FEATURES OF THE  
PROGRAM INCLUDED A THREE-DAY CAREER  
DAYS PROGRAM FOR ELEVENTH GRADE  
STUDENTS, EIGHT MINITRIPS FOR  
SOPHOMORE STUDENTS, AND INSERVICE  
PROGRAMS FOR FACULTY. DURING THE  
CAREER DAYS PROGRAM, EACH STUDENT  
HAD THE OPPORTUNITY TO TRY THREE  
DIFFERENT JOBS FOR ONE DAY. THE  
RESULTS OF THE PROGRAM AS EVALUATED  
BY THE STUDENTS ARE INCLUDED IN THE  
REPORT. ALSO INCLUDED ARE BRIEF  
DESCRIPTIONS OF EACH FIELD TRIP,  
AND A REPORT ON THE INSERVICE  
PROGRAM CONDUCTED FOR THE FACULTY.  
(AUTHOR/NJ)

VT 102 527

HOLT, ROBERT S.; AND OTHERS  
THE VOCATIONAL GUIDANCE AND  
PLACEMENT PROGRAM AT LEBANON HIGH  
SCHOOL. FINAL REPORT.

LEBANON PUBLIC HIGH SCHOOL, N.H.  
NEW HAMPSHIRE RESEARCH COORDINATING  
UNIT FOR VOCATIONAL-TECHNICAL  
EDUCATION, CONCORD.; NEW HAMPSHIRE  
STATE DEPT. OF EDUCATION, CONCORD.  
VOCATIONAL-TECHNICAL EDUCATION DIV.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 31JUL75 11P.

DESCRIPTORS - \*VOCATIONAL COUNSELING; \*INFORMATION CENTERS; \*OCCUPATIONAL INFORMATION; \*JOB PLACEMENT; \*SECONDARY GRADES; GUIDANCE SERVICES; PROGRAM DESCRIPTIONS; SECONDARY EDUCATION

ABSTRACT - THIS PROJECT WAS CONCERNED WITH THE DEVELOPMENT OF A CAREER INFORMATION CENTER TO BE LOCATED IN THE LEBANON HIGH SCHOOL GUIDANCE DEPARTMENT IN LEBANON, NEW HAMPSHIRE. THE GOALS OF THE PROGRAM WERE TO INCREASE STAFF AND STUDENT AWARENESS OF CAREER OPPORTUNITIES, TO ENCOURAGE POSITIVE ATTITUDES CONCERNING THE VALUE AND AVAILABILITY OF VOCATIONAL GUIDANCE, AND TO EXPAND SERVICES TO VOCATIONAL STUDENTS. IN CARRYING OUT THE OBJECTIVES THE FOLLOWING ACTIVITIES WERE CONDUCTED: INTEREST SURVEYS WERE ADMINISTERED; WEEKLY STAFF MEETINGS WERE HELD TO IDENTIFY STUDENTS WITH SPECIAL NEEDS; DIAGNOSTIC AND PRESCRIPTIVE SERVICES WERE MADE AVAILABLE; AND STUDY WAS MADE TOWARD DEVELOPING STUDENT PROFILES. IN ADDITION, MATERIALS AND EQUIPMENT WERE PURCHASED FOR THE CAREER INFORMATION CENTER. VALUES CLARIFICATION CLASSES FOR DISTRICT PERSONNEL WERE OFFERED, A SIX-WEEK DECISIONMAKING UNIT WAS PROVIDED FOR JUNIOR HIGH STUDENTS, AND UNITS IN ORIENTATION TO THE WORLD OF WORK WERE INCORPORATED INTO THE VOCATIONAL CURRICULUM. THE JOB PLACEMENT COMPONENT WAS SET UP, AND A NUMBER OF IN-SCHOOL AND GRADUATING STUDENTS WERE PLACED. THIS REPORT DESCRIBES THE OBJECTIVES, PROCEDURES AND ACTIVITIES OF THE PROJECT. (NJ)

VT 102 528

WILSON, JACK A.

IMPROVING THE ADMINISTRATION OF VOCATIONAL EDUCATION AT THE STATE LEVEL. PROJECTS SUPPORTED IN FISCAL YEAR 1975 UNDER AUTHORITY OF SECTION 131(A) OF PART C OF THE VOCATIONAL EDUCATION AMENDMENTS OF 1968.

BUREAU OF OCCUPATIONAL AND ADULT

EDUCATION (DHEW/OE), WASHINGTON, D.C. RESEARCH BRANCH.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - SEP75 39P.

DESCRIPTORS - \*RESEARCH PROJECTS; \*MANAGEMENT INFORMATION SYSTEMS; \*VOCATIONAL EDUCATION; VOCATIONAL DIRECTORS; \*STATE PROGRAMS; FEDERAL AID; \*ABSTRACTS

ABSTRACT - RESEARCH AND DEVELOPMENT PROJECTS FOR IMPROVEMENT OF THE ADMINISTRATION OF VOCATIONAL EDUCATION AT THE STATE LEVEL ARE DESCRIBED IN THIS REPORT. THESE PROJECTS, SUPPORTED BY THE OFFICE OF EDUCATION FOR FISCAL YEAR 1975, ARE EFFORTS TO DEVELOP MANAGEMENT INFORMATION SYSTEMS THAT WILL MAKE AVAILABLE TO STATE ADMINISTRATORS INFORMATION TO AID IN THE PLANNING AND EVALUATION OF VOCATIONAL EDUCATION PROGRAMS. THIS REPORT PRESENTS ANALYSES OF 23 PROJECTS CONDUCTED BY STATE EDUCATION AGENCIES, COLLEGES AND UNIVERSITIES, AND NONPROFIT INSTITUTIONS IN THE DESIGN, DEVELOPMENT, AND TESTING OF COMPREHENSIVE EDUCATION MANAGEMENT AND INFORMATION SYSTEMS. ABSTRACTS OF THE FUNDED PROJECTS ARE INCLUDED IN THE APPENDIX, AND CONTAIN INFORMATION ON THE OBJECTIVES OR PURPOSES OF THE INDIVIDUAL PROJECTS, THE PROCEDURES, AND THE EXPECTED PROJECT CONTRIBUTION. (NJ)

VT 102 529

EDUCATIONAL IMPACT. A REPORT OF THE SOUTHWIDE RESEARCH COORDINATING COUNCIL ON THE IMPACT OF SELECTED VOCATIONAL RESEARCH AND DEVELOPMENT ACTIVITIES.

SOUTHWIDE RESEARCH COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, FRANKFORT, KY.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - AUG75 56P.

DESCRIPTORS - \*RESEARCH PROJECTS; \*PROGRAM DESCRIPTIONS; \*VOCATIONAL EDUCATION; PROGRAM EVALUATION; STATE PROGRAMS; FEDERAL AID;



**\*ABSTRACTS; \*RESEARCH COORDINATING UNITS**

**ABSTRACT - THIS CASEBOOK ATTEMPTS TO DEMONSTRATE THE VALUE OF RESEARCH AND DEVELOPMENT FOR VOCATIONAL EDUCATION BY EXAMINING SELECTED PROJECTS CONDUCTED IN THE SOUTHERN STATES THAT COMPRISE THE SOUTHWIDE RESEARCH COORDINATING COUNCIL. RESUMES OF THE 26 PROJECTS CARRIED OUT BY THE RESEARCH COORDINATING UNITS OF THE 14 STATES ARE PRESENTED. INCLUDED FOR EACH PROJECT IS A STATEMENT ASSESSING THE IMPACT OF THE PROJECT IN TERMS OF ITS OVERALL CONTRIBUTION TO EDUCATION. (NJ)**

**VT 102 530**

**ON THE EFFECTIVE USE OF ADVISORY COMMITTEES. A MANUAL FOR BUSINESS AND OFFICE EDUCATION TEACHERS. BUSINESS AND OFFICE EDUCATION BULLETIN 20.**

**OHIO STATE DEPT. OF EDUCATION, COLUMBUS. BUSINESS AND OFFICE EDUCATION SERVICE.; KENT STATE UNIV., OHIO.**

**OFFICE OF EDUCATION (DHEW/OE), WASHINGTON, D.C.**

**MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.**

**INSTRUCTIONAL MATERIALS LABORATORY, OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210.**

**(\$1.55 EA.)**

**PUB DATE - ND 65P.**

**DESCRIPTORS - \*ADVISORY COMMITTEES; \*BUSINESS EDUCATION TEACHERS; \*VOCATIONAL EDUCATION; \*PROGRAM IMPROVEMENT; MANUALS; \*GUIDELINES**

**ABSTRACT - THIS BULLETIN WAS WRITTEN FOR BUSINESS AND OFFICE INSTRUCTORS, COORDINATORS, AND OTHER SCHOOL LEADERS WHO ARE INITIATING OR HAVE ALREADY ESTABLISHED A LOCAL ADVISORY COMMITTEE TO IMPROVE VOCATIONAL EDUCATION. THE BULLETIN IS DESIGNED TO PROVIDE STEP-BY-STEP GUIDELINES FOR THE EFFECTIVE USE OF AN ADVISORY COMMITTEE. INTRODUCTORY MATERIAL IS PRESENTED TO EXPLAIN SPECIFIC ADVISORY COMMITTEES AND TO**

**SUGGEST WAYS AN ADVISORY COMMITTEE CAN HELP THE LOCAL SCHOOL. TECHNIQUES OF ORGANIZATION AND OPERATION ARE PRESENTED AS GENERAL SUGGESTIONS. THE BIBLIOGRAPHY CONSISTS OF ANNOTATED CITATIONS, ADDITIONAL RESOURCES, AND A SECTION ON WHAT EVERY CHAIRPERSON SHOULD HAVE. APPENDIXES INCLUDE SAMPLES OF LETTERS OF INVITATION, MEETING ANNOUNCEMENT, AND ACCEPTANCE; AN AGENDA FOR THE FIRST MEETING; MEETING CHECKLIST; MINUTES RECORDING FORM; MINUTES; SUGGESTIONS FOR COMMITTEE HANDBOOK; AND SAMPLE LETTERS AND AGENDA FOR A SECOND MEETING. (AUTHOR/LJ)**

**VT 102 531**

**FORTNEY, JANE H.**

**BHQ CAREER EDUCATION PILOT PROJECT K-14. INTERIM REPORT.**

**ALLEGHENY INTERMEDIATE UNIT, P.A. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.**

**MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.**

**OEG-0-73-5276**

**PUB DATE - AUG75 152P.; RELATED DOCUMENT VT 102 532 IN THIS ISSUE.**

**DESCRIPTORS - \*CAREER EDUCATION; ELEMENTARY SECONDARY EDUCATION; POST SECONDARY EDUCATION; DEVELOPMENTAL PROGRAMS; \*PROGRAM EVALUATION; PROGRAM DESCRIPTIONS**

**ABSTRACT - COVERING THE PERIOD OF JULY 1974 TO JUNE 1975, THIS REPORT DOCUMENTS THE SECOND YEAR'S ACTIVITIES OF A K-14 CAREER EDUCATION PROJECT IN THREE SECONDARY SCHOOLS IN ALLEGHENY COUNTY, PENNSYLVANIA. IN THIS SECOND YEAR, THE PROJECT STRESSED CURRICULUM DEVELOPMENT FOR THE INTERIM GRADE LEVELS IN CONTINUING TO INFUSE CAREER EDUCATION INTO THE ENTIRE COMPREHENSIVE CURRICULUM. BRIEF DESCRIPTIONS OF THE PROJECT ACCOMPLISHMENTS BY MONTH ARE INCLUDED, ALONG WITH EVALUATIONS BY FACULTY, AND THE U.S. OFFICE OF EDUCATION PROJECT REPORT. A BICENTENNIAL UNIT HIGHLIGHTING THE CAREERS OF FAMOUS AMERICANS IS ALSO INCLUDED. NEWS RELEASES AND OTHER**



PROJECT-RELATED MATERIALS ARE ATTACHED. (NJ)

**VT 102 532**

BHQ CAREER EDUCATION PROJECT. EVALUATION REPORT.

EDUCATIONAL RESEARCH AND DEVELOPMENT ASSOCIATES, WEST CHESTER, PA.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - JUL75 20P.; RELATED DOCUMENT VT 102 531 IN THIS ISSUE.

DESCRIPTORS - \*SUMMATIVE EVALUATION; \*CAREER EDUCATION; ELEMENTARY SECONDARY EDUCATION; PROGRAM EVALUATION

ABSTRACT - THE THIRD PARTY EVALUATION REPORT OF A K-14 CAREER EDUCATION PROJECT IN ALLEGHENY COUNTY, PENNSYLVANIA IS PRESENTED IN THIS DOCUMENT. INCLUDED IN THE REPORT ARE DISCUSSIONS OF THE BACKGROUND AND HISTORY OF THE PROJECT, A DESCRIPTION OF THE EVALUATION DESIGN, AND THE PRESENTATION OF THE TABULATED DATA. SEVERAL PROBLEMS WERE ENCOUNTERED IN CONDUCTING THE EVALUATION. FUNDING REDUCTIONS CAUSED RESTRICTION OF EVALUATION ACTIVITIES RESULTING IN AN EMPHASIS ON STUDENT OUTCOMES AND LITTLE EVALUATION OF PROCESS OR MANAGEMENT. ALSO, THE EVALUATION GUIDELINES AND SCOPE OF WORK STATEMENT WERE RELEASED TOO LATE TO ALLOW FOR EVALUATION OF THE ENTIRE YEAR'S ACTIVITIES. (NJ)

**VT 102 533**

LUNDELL, WILLIAM R. CURRICULUM FOR OCCUPATIONAL EDUCATION. FINAL REPORT.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - 16JUN75 17P.

DESCRIPTORS - \*CURRICULUM DEVELOPMENT; \*VOCATIONAL EDUCATION;

\*PROGRAM DESCRIPTIONS; \*TEACHER DEVELOPED MATERIALS; TASK ANALYSIS

ABSTRACT - THIS REPORT DESCRIBES A PROJECT IN WHICH COMPETENCY-BASED CURRICULUM GUIDES WERE CONSTRUCTED AND DEVELOPED BY INSTRUCTORS IN THEIR OCCUPATIONAL AREAS. THE MODEL FOR THE GUIDES IS BASED ON STUDENT OUTCOMES FOR EACH TOPIC OF EVERY INSTRUCTIONAL UNIT. THESE OUTCOMES WERE ARRIVED AT BY USING THE PERFORMANCE PROFILES DEVELOPED FROM TASK ANALYSES. EACH UNIT IDENTIFIED SPECIFIC RESOURCES AND A SUGGESTED METHOD OF INSTRUCTORS WAS INCLUDED IN EACH UNIT. THE COURSES WERE THEN FIELD TESTED TO VALIDATE THE RELIABILITY OF THE GUIDE PROCESS AND CONTENT, AND THE CURRICULUM WAS EVALUATED BY BOTH STUDENTS AND TEACHERS IN TERMS OF STUDENT OUTCOMES. SEVENTY-NINE COURSES WERE OFFERED WITH 769 DIFFERENT STUDENTS BEING SERVED WITHIN THE SCHOOL YEAR 1974-75. ONE HUNDRED AND TWENTY-FOUR COURSE GUIDES HAVE BEEN COMPLETED. (AUTHOR/LJ)

**VT 102 534**

MINORITY SMALL BUSINESSMEN AND AVAILABLE ENTREPRENEURIAL AIDS AND THEIR SOURCES: MARICOPA COUNTY AND SELECTED INDIAN RESERVATIONS. FINAL REPORT.

ARIZONA STATE UNIV., TEMPE. ARIZONA STATE DEPT. OF EDUCATION, PHOENIX. RESEARCH COORDINATING UNIT.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - 30MAY75 41P.

DESCRIPTORS - \*MINORITY GROUPS; \*COMMUNITY SURVEYS; \*FINANCIAL NEEDS; EDUCATIONAL NEEDS; \*BUSINESS ADMINISTRATION; FINANCIAL SUPPORT; EDUCATIONAL INTEREST; MANAGEMENT DEVELOPMENT; SECONDARY EDUCATION; AMERICAN INDIANS; RESERVATIONS (INDIAN); INNER CITY; MEXICAN AMERICANS; NEGROES IDENTIFIERS - \*ENTREPRENEURS; MARICOPA COUNTY; ARIZONA

ABSTRACT - THIS REPORT IDENTIFIES

THE ENTREPRENEURIAL NEEDS OF MINORITY SMALL BUSINESSMEN IN ARIZONA'S MARICOPA COUNTY AND SELECTED INDIAN RESERVATIONS, THE ENTREPRENEURIAL AIDS AVAILABLE FROM PUBLIC AND PRIVATE ORGANIZATIONS, AND IMPLICATIONS FOR FUTURE PLANNING BY THE STATE DEPARTMENT OF EDUCATION. DATA WERE GATHERED FROM SURVEYS OF ORGANIZATIONS AND MINORITY SMALL BUSINESSMEN. ABOUT THREE-FIFTHS OF THE BUSINESSMEN SURVEYED WERE SOLE PROPRIETORS AND APPROXIMATELY THE SAME NUMBER HAD BEEN IN BUSINESS SINCE 1970 OR EARLIER, MOST FREQUENTLY IN THE AREAS OF RETAIL TRADE AND SERVICES. MOST OF THE SOLE PROPRIETORS INDICATED A NEED FOR TRAINING SERVICES AND ALL OF THE BUSINESSMEN INDICATED A NEED FOR FINANCIAL AID IN THE FORM OF LOANS OR GRANTS. RESPONDENTS AGREED THAT HIGH SCHOOL COURSES SHOULD BE RELATED TO APPROPRIATE CAREER OPPORTUNITIES AND THAT BUSINESS SKILLS, SPECIFICALLY MARKETING AND MANAGEMENT DEVELOPMENT, BE TAUGHT IN THE HIGH SCHOOLS. HOWEVER, JOB PLACEMENT WAS VIEWED AS THE RESPONSIBILITY OF GOVERNMENT RATHER THAN THE SCHOOL. THE REPORT CONCLUDES WITH RECOMMENDATIONS TO HELP IMPROVE AND EXTEND ENTREPRENEURIAL AIDS TO MINORITY SMALL BUSINESSMEN, INCLUDING CONTINUING BUSINESS SKILLS TRAINING PROGRAMS IN THE HIGH SCHOOLS. THE TWO SURVEY FORMS USED IN THE PROJECT ARE APPENDED. (AUTHOR/MF)

VT 102 535

EDUCATIONAL ADMINISTRATION PROGRAM FOR LOCAL ADMINISTRATORS. FINAL STATUS REPORT.

MANKATO STATE COLL., MINN. CENTER FOR VOCATIONAL COMPETENCY. MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - 01JUL75 6P.

DESCRIPTORS - \*ADMINISTRATOR EDUCATION; \*VOCATIONAL EDUCATION; \*INTERNSHIP PROGRAMS; PROGRAM

DESCRIPTIONS; RURAL AREAS IDENTIFIERS - MINNESOTA

ABSTRACT - THIS REPORT DOCUMENTS THE EFFORTS OF A PROJECT TO RESOLVE THE PROBLEM OF THE GROWING SHORTAGE OF QUALIFIED ADMINISTRATORS FOR SECONDARY AND POSTSECONDARY VOCATIONAL PROGRAMS IN RURAL AND OUTSTATE AREAS OF MINNESOTA. THE OBJECTIVES OF THE PROGRAM WERE: (1) TO IDENTIFY THE POPULATION TO BE SERVED; (2) TO SELECT HOST SCHOOLS FOR AN INTERNSHIP PROGRAMS; (3) TO UPDATE STAFF; (4) TO UTILIZE COMPETENCY-BASED CURRICULUM; (5) TO DEVELOP INTER-INSTITUTIONAL COOPERATION; AND (6) TO PROVIDE REFERRAL AND PLACEMENT SERVICES. AT THE TIME OF THE REPORT 35-40 STUDENTS ARE ACTIVELY INVOLVED IN THE PROGRAM AND THREE HAVE COMPLETED IT AND ARE IN ADMINISTRATIVE POSITIONS. IN EVALUATING THE PROGRAM, THE PROJECT DIRECTOR, STAFF, AND DIRECTORS OF THE HOST SCHOOLS CONCLUDED THAT THE PROGRAM IS EFFECTIVE, FULFILLS A NEED AND SHOULD BE CONTINUED. (NJ)

VT 102 536

GAGLIARDI, VINCENT M. CAREER EDUCATION PROGRAM. TROUP MIDDLE SCHOOL. FINAL REPORT.

CONNECTICUT STATE DEPT. OF EDUCATION, HARTFORD. DIV. OF VOCATIONAL EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - 01JUL75 57P.

DESCRIPTORS - \*CAREER EDUCATION; \*MIDDLE SCHOOLS; \*PILOT PROJECTS; SECONDARY EDUCATION; PRETESTING; POST TESTING; \*INNER CITY; PROGRAM DESCRIPTIONS; OCCUPATIONAL CLUSTERS; \*PROGRAM EVALUATION; TEAM TEACHING; INTERDISCIPLINARY APPROACH; PARENT PARTICIPATION

ABSTRACT - THIS REPORT DESCRIBES THE PLANNING, DEVELOPMENT, IMPLEMENTATION, AND EVALUATION FOR THE 1973-74 SCHOOL YEAR OF A PILOT PROGRAM IN CAREER EDUCATION FOR AN INNER CITY MIDDLE SCHOOL. CAREER EDUCATION WAS INFUSED INTO THE

ONGOING CURRICULUM IN A TEAM-TAUGHT INTERDISCIPLINARY APPROACH. CAREER CLUSTERS WERE RELATED TO THE MAJOR ACADEMIC AREAS UTILIZING COMMUNITY RESOURCE PERSONNEL IN THE SCHOOL SETTING, WHILE FIELD TRIPS PROVIDED FIRST-HAND EXPERIENCE. PARENTS PARTICIPATED BY ASSISTING WITH CLERICAL DUTIES, ACCOMPANYING STUDENTS ON FIELD TRIPS, AND SHARING PERSONAL WORK EXPERIENCES. INTEREST SURVEYS AND CLUSTER PRETESTS WERE ADMINISTERED TO ALL STUDENTS. IN PROGRAM ASSESSMENT, SOME OF THE TECHNIQUES EMPLOYED WERE: EVALUATION OF STUDENT'S PARTICIPATION, STAFF MEETINGS, PARTICIPATION AND RESPONSE OF PARENTS, COMMUNITY PARTICIPANTS' CRITIQUE, AND PRETESTING AND POSTTESTING OF STUDENT PARTICIPANTS. A CONSIDERABLE MAJORITY OF STUDENTS IMPROVED THEIR SCORES ON THE CAREER CLUSTERS POSTTESTS. THE PRETESTS FOR EACH OF THE EIGHT CLUSTERS ARE APPENDED, ALONG WITH THE STUDENT PREPROGRAM INVENTORY, AND THE STAFF AND PARENT QUESTIONNAIRES. (NJ)

VT 102 537

SOMMER, SHARON L.  
CAREER DEVELOPMENT OUTREACH  
PROGRAM. EXEMPLARY PROJECT. FINAL  
REPORT.

MAINE UNIV., FARMINGTON. CENTER FOR  
EDUCATIONAL AND CAREER DEVELOPMENT.  
MAINE STATE DEPT. OF EDUCATIONAL  
AND CULTURAL SERVICES, AUGUSTA.  
BUREAU OF VOCATIONAL EDUCATION.;  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 30JUN75 45P.

DESCRIPTORS - \*OUTREACH PROGRAMS;  
\*DEVELOPMENTAL PROGRAMS;  
\*OCCUPATIONAL GUIDANCE; \*CAREER  
EDUCATION; \*RESOURCE CENTERS;  
VOCATIONAL DEVELOPMENT; COLLEGE  
STUDENTS; ADULT EDUCATION;  
INFORMATION DISSEMINATION; POST  
SECONDARY EDUCATION  
IDENTIFIERS - FRANKLIN COUNTY;  
MAINE

ABSTRACT - THE OUTREACH PROJECT WAS  
DESIGNED TO INVOLVE THE STAFF AND  
FACILITIES OF THE CENTER FOR  
EDUCATIONAL AND CAREER DEVELOPMENT  
AT THE UNIVERSITY OF MAINE,  
FARMINGTON, IN A PROGRAM OF CAREER  
GUIDANCE AND OCCUPATIONAL  
INFORMATION FOR PERSONS IN THE  
COUNTY. THE OBJECTIVE OF THE  
PROJECT WAS TO PROVIDE CAREER  
GUIDANCE RESOURCES FOR THE  
POPULATION SERVED BY THE FRANKLIN  
COUNTY COMMUNITY ACTION COUNCIL  
(HIGH SCHOOL DROPOUTS AND ADULTS)  
AND VETERANS ENROLLED IN THE  
VETERANS EARLY EDUCATION PROGRAM,  
AS WELL AS FOR THE STUDENTS AT THE  
UNIVERSITY. PROJECT ACTIVITIES  
COVERED FURNISHING CAREER  
INFORMATION TO THE TARGET  
POPULATIONS, IDENTIFYING THOSE WHO  
COULD BENEFIT FROM TRANSFER TO  
OTHER EDUCATIONAL PROGRAMS OR  
INSTITUTIONS, INCREASING THE  
CENTER'S LIBRARY IN THE AREA OF  
OCCUPATIONAL COVERAGE, AND  
EXPANDING USE OF THE CENTER'S  
RESOURCES BY THE UNIVERSITY FACULTY  
IN CAREER EDUCATION IN THEIR  
DISCIPLINES. CENTER FUNCTIONS OF  
INDIVIDUAL COUNSELING, TESTING,  
PLACEMENT, COMMUNITY SERVICE, GROUP  
COUNSELING, AND RESOURCE LIBRARY  
ARE DESCRIBED. IT WAS CONCLUDED  
THAT THE CENTER'S VIEW OF CAREER  
EDUCATION AS A LIFELONG PROCESS WAS  
PROVEN TO BE A VIABLE APPROACH. A  
CAREER DEVELOPMENT OUTREACH PROGRAM  
CAN SERVE AS A CAREER GUIDANCE  
RESOURCE CENTER, BOTH FOR THE  
COMMUNITY IN WHICH IT IS LOCATED  
AND FOR THE UNIVERSITY STUDENTS.  
APPENDED ARE STUDENT, STAFF, AND  
COMMUNITY QUESTIONNAIRES AND SURVEY  
FORMS USED IN THE PROJECT.  
(AUTHOR/MF)

VT 102 538

RILEY, PETER  
ELEMENTARY CRAFTS PROGRAM (FORMERLY  
OTHER LADDERS). EXEMPLARY PROJECT.  
FINAL REPORT.

HUSE MEMORIAL SCHOOL, BATH, MAINE.  
MAINE STATE DEPT. OF EDUCATIONAL  
AND CULTURAL SERVICES, AUGUSTA.  
BUREAU OF VOCATIONAL EDUCATION.;  
OFFICE OF EDUCATION (DHEW),

WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 30JUN75 6P.

DESCRIPTORS - \*ELEMENTARY SCHOOL  
STUDENTS; \*EDUCATIONAL  
ALTERNATIVES; \*DEVELOPMENTAL  
PROGRAMS; \*ACADEMIC FAILURE;  
\*SUCCESS FACTORS; HANDICRAFTS;  
INDIVIDUAL INSTRUCTION; ELEMENTARY  
EDUCATION

ABSTRACT - THE GOAL OF THE PROJECT  
REPORTED IN THIS DOCUMENT WAS TO  
PROVIDE ALTERNATE LEARNING  
SITUATIONS FOR A TARGET POPULATION  
OF 35 CHILDREN SELECTED FOR CRAFT  
EXPERIENCES OF THEIR OWN CHOOSING.  
THE PROJECT WAS DIRECTED TOWARD  
ELEMENTARY STUDENTS WHO HAD  
SUFFERED A HIGH DEGREE OF FAILURE,  
WITH THE HOPE THAT AN OPPORTUNITY  
TO SUCCEED MIGHT GIVE THEM AN  
IMPROVED SELF-IMAGE. TYPES OF  
CRAFTS AVAILABLE WERE IN  
WOODWORKING, PHOTOGRAPHY, AND  
CERAMICS. ABOUT ONE-THIRD OF THE  
STUDENTS WERE FROM THE SPECIAL  
EDUCATION CLASS AND THE REMAINDER  
FROM THE SCHOOL POPULATION OF 300.  
AGES RANGED FROM 10 TO 15 YEARS.  
THE CRAFT GROUPS WERE SMALL, WITH  
THE STUDENTS RECEIVING PERSONAL  
ATTENTION. THE PROGRAM WAS POPULAR  
WITH CLASSROOM TEACHERS, STUDENTS,  
AND PARENTS. RESULTS INDICATE THAT  
SUCCESS STIMULATED IN THIS MANNER  
LEADS TO IMPROVED CLASSROOM  
PERFORMANCE AND THAT A PROGRAM OF  
THIS NATURE MIGHT WELL BE  
IMPLEMENTED IN EVERY ELEMENTARY  
SCHOOL. (AUTHOR/MF)

VT 102 539  
NOGALES PUBLIC SCHOOLS EXEMPLARY  
PROGRAM. FINAL REPORT.

NOGALES PUBLIC SCHOOLS, ARIZ.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 108P.; RELATED  
DOCUMENT VT 102 540 IN THIS ISSUE.

DESCRIPTORS - \*DROPOUT PREVENTION;  
DEVELOPMENTAL PROGRAMS; SECONDARY

EDUCATION; INTERMEDIATE GRADES;  
\*CAREER EDUCATION; \*JOB PLACEMENT;  
\*TEACHER IMPROVEMENT; \*SCHOOL  
COMMUNITY COOPERATION  
IDENTIFIERS - NOGALES; ARIZONA

ABSTRACT - THE PURPOSE OF THE  
NOGALES (ARIZONA) DROPOUT  
PREVENTION PROGRAM WAS TO INCLUDE  
BUSINESS, GOVERNMENT, LABOR, AND  
COMMUNITY GROUPS IN A COLLABORATIVE  
PROGRAM TO PROVIDE INTERMEDIATE AND  
SECONDARY SCHOOLS WITH ACCESS TO  
THE RESOURCES OF PRIVATE AND PUBLIC  
EMPLOYERS. THE PRIMARY OBJECTIVES  
OF THE PROJECT WERE TO ACHIEVE A 50  
PERCENT REDUCTION OF THE DROPOUT  
RATE AND TO ACHIEVE A 75 PERCENT  
SUCCESSFUL PLACEMENT OF STUDENTS IN  
THE TARGET POPULATION. TWO MAIN  
ACTIVITIES COMPRISED THE PROJECT:  
(1) THE STUDENT PHASE COMPONENT  
INCLUDED WORK EXPERIENCE, CAREER  
INFORMATION, AND CAREER AND  
PLACEMENT SERVICES, AND (2) THE  
TEACHER-COUNSELOR COMPONENT WHICH  
HELPED GUIDANCE AND COUNSELING  
PERSONNEL BECOME MORE FAMILIAR WITH  
THE WORLD OF WORK. THE REPORT  
INDICATES THAT MOST OF THE  
OBJECTIVES WERE MET. HOWEVER, IT  
WAS THE OPINION OF THE STAFF THAT  
PROJECT AND DISTRICT COUNSELING  
SERVICES HAD TO BE UNIFIED TO  
BETTER MEET THE NEEDS OF THE  
STUDENTS. THE DOCUMENT DESCRIBES  
THE TUTORIAL ASSISTANCE PROGRAM AND  
PRESENTS DATA COLLECTED DURING THE  
PROJECT IN THE FORM OF TABLES AND  
GRAPHS. (LJ)

VT 102 540  
NOGALES DROPOUT PREVENTION GUIDE.

NOGALES PUBLIC SCHOOLS, ARIZ.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 25P.;  
RELATED DOCUMENT VT 102 539 IN THIS  
ISSUE.

DESCRIPTORS - \*DROPOUT PREVENTION;  
\*SECONDARY EDUCATION; \*CAREER  
EDUCATION; \*JOB PLACEMENT; \*PROGRAM  
GUIDES  
IDENTIFIERS - NOGALES; ARIZONIA

ABSTRACT - DESCRIPTIONS OF THE



NOGALES DROPOUT PREVENTION PROGRAM, INCLUDING ACTIVITIES OF THE CAREER COUNSELING CENTER AND CAUSES FOR DROPPING OUT OF SCHOOL, INTRODUCE THIS GUIDE. THE GOALS AND OBJECTIVES OF THE INDEPENDENT STUDY CENTER FOR POTENTIAL DROPOUTS INCLUDE GIVING ASSISTANCE TO STUDENTS SO THEY MAY COMPLETE THEIR HIGH SCHOOL EDUCATION AND GUIDANCE SO THEY MAY SUCCESSFULLY ENTER A POSTSECONDARY CAREER. POLICIES FOR SOME OF THE PROCESSES OF THE PROGRAM INCLUDING THE REFERRAL SYSTEM TO THE INDEPENDENT STUDY CENTER OR OTHER AGENCIES, PROMOTING READING EFFICIENCY, CAREER EDUCATION, TUTORING, AND MARRIAGE AND PREGNANCY ARE EXPLAINED. MOST OF THE INFORMATION ABOUT THE PROGRAM IS REPEATED IN A FORMAT ADDRESSED TO THE POTENTIAL STUDENT DROPOUT. (LJ)

#### VT 102 541

PROJECT GUIDANCE IN VOCATIONS AND EDUCATION (G.I.V.E.). EXEMPLARY PROJECT. FINAL REPORT.

SCHOOL ADMINISTRATIVE DISTRICT 51, CUMBERLAND CENTER, MAINE.  
MAINE STATE DEPT. OF EDUCATIONAL AND CULTURAL SERVICES, AUGUSTA.  
BUREAU OF VOCATIONAL EDUCATION.;  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 30JUN75 121P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*DEVELOPMENTAL PROGRAMS; \*INSERVICE PROGRAMS; \*TEACHER ATTITUDES;  
\*OCCUPATIONAL GUIDANCE;  
QUESTIONNAIRES; INTERVIEWS; FIELD TRIPS; ELEMENTARY SECONDARY EDUCATION

ABSTRACT - THE GOALS OF THE PROJECT "GUIDANCE IN VOCATIONS AND EDUCATION (GIVE)" WERE TO INCREASE STUDENT CAREER AWARENESS, DEVELOP JOB-ENTRY SKILLS OR FURTHER EDUCATIONAL READINESS, INCLUDE OUTSIDE LEARNING RESOURCES, AND INCREASE THE USE OF CAREER EDUCATION CONCEPTS IN THE K-12 CURRICULUM OF CUMBERLAND CENTER

(MAINE) SCHOOLS. MATERIALS PRODUCED BY OR USED IN PROJECT GIVE APPEAR AS APPENDIXES, INCLUDING FIELD TRIP GUIDELINES WITH A LIST OF RESOURCES (BUSINESSES AND CONTACT PERSONS) IN VARIOUS OCCUPATIONAL CATEGORIES AND A FORM FOR STUDENT EVALUATION OF THE TRIP; "CAREER GRAMS," INFORMATION TO STAFF ON PAST AND COMING EVENTS; AND AN OUTLINE FOR A TEACHER WORKSHOP. MUCH OF THE APPENDED MATERIAL CONSISTS OF THE COMPILATION OF EVALUATIVE DATA BY NEW EDUCATIONAL DIRECTIONS, INC., CRAWFORDSVILLE, INDIANA. THE DATA WERE OBTAINED FROM QUESTIONNAIRES, INTERVIEWS, AND SITE VISITS WITH ELEMENTARY, JUNIOR HIGH, AND SENIOR HIGH SCHOOL TEACHERS DESIGNED TO ASSESS TEACHERS' ATTITUDES TOWARD KNOWLEDGE OF CAREER EDUCATION CONCEPTS AND PRACTICES. IT WAS CONCLUDED THAT WHILE CAREER EDUCATION HAD MADE AN IMPACT ON DISTRICT FACULTY AND STUDENTS, MANY GAPS STILL REMAIN. CONTINUATION OF THE PROJECT IS RECOMMENDED WITH DEVELOPMENT OF A SEQUENTIAL PROGRAM GUIDE FOR FACULTY USE. (AUTHOR/MF)

#### VT 102 542

OLIVER, J. DALE; AND OTHERS  
DEVELOPING PERFORMANCE OBJECTIVES AND CRITERION-REFERENCED MEASURES IN VOCATIONAL EDUCATION. FINAL REPORT.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION.;  
VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUL75 663P.

DESCRIPTORS - \*CATALOGS;  
\*VOCATIONAL EDUCATION;  
DEVELOPMENTAL PROGRAMS;  
\*PERFORMANCE CRITERIA; \*TASK ANALYSIS; STATE PROGRAMS;  
CONSORTIA; CLERICAL OCCUPATIONS;  
FOOD SERVICE OCCUPATIONS; FORESTRY OCCUPATIONS; NURSES AIDES; STATE OF THE ART REVIEWS; \*PERFORMANCE BASED EDUCATION



## IDENTIFIERS - VIRGINIA

**ABSTRACT - THIS FINAL REPORT OUTLINES THE PROCEDURES FOLLOWED TO PRODUCE CATALOGS OF PERFORMANCE OBJECTIVES, CRITERION-REFERENCED MEASURES, AND PERFORMANCE GUIDES IN THE SECRETARIAL AND FOOD SERVICE OCCUPATIONAL AREAS, AND THE INITIAL WORK DONE ON CATALOGS IN NURSING ASSISTANCE AND TIMBER HARVESTING. APPENDIXES INCLUDE STATE-OF-THE-ART REPORTS FOR THESE FOUR OCCUPATIONAL AREAS. THE FORMAT OF EACH REPORT INCLUDES AN INTRODUCTION TO THE OCCUPATION, OBJECTIVES, METHODOLOGY USED IN PROCURING AND REVIEWING MATERIALS, SUMMARIES OF MATERIALS REVIEWED, LETTERS OF REQUEST AND REPLY FOR THESE MATERIALS, AND LISTS OF MICROFICHE USED. SAMPLES OF JOB INVENTORIES DEVELOPED AS INSTRUMENTS TO SURVEY WORKERS IN THE FOUR AREAS ARE INCLUDED AND CONSIST OF A DUTY-TASK LIST AND TIME SPENT SCALE. DOMAIN REPORTS FOR EACH AREA CONSIST OF PROCEDURES USED IN DEVELOPING TASK LISTINGS AND CONDUCTING INTERVIEWS, AS WELL AS LISTS OF PERSONS CONTACTED AND FOLLOWUP LETTERS. A TASK DIFFICULTY SURVEY COMPRISED OF A DUTY-TASK LIST AND RATING SCALE FOR EMPLOYEE EVALUATION IS INCLUDED FOR THE SECRETARIAL AREA. TWO FIELD REVIEW COPIES OF PERFORMANCE OBJECTIVES AND CRITERION-REFERENCED MEASURES AND EVALUATION SCALE IN THE FOOD SERVICE AND SECRETARIAL AREAS COMPLETE THE DOCUMENT. (KJ)**

VT 102 543

ACHIEVING CAREER AWARENESS.

BOOTHBAY REGION HIGH SCHOOL,  
BOOTHBAY HARBOR, MAINE.  
MAINE STATE DEPT. OF EDUCATIONAL  
AND CULTURAL SERVICES, AUGUSTA.  
VOCATIONAL EDUCATION RESEARCH  
COORDINATING UNIT.; OFFICE OF  
EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 19P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*SELF CONCEPT; \*GRADE 12;  
OCCUPATIONAL INFORMATION; ENGLISH

CURRICULUM; \*TEACHING GUIDES;  
SENIOR HIGH SCHOOLS

**ABSTRACT - THIS MANUAL PROVIDES AN EXAMPLE OF THE INCORPORATION OF CAREER AWARENESS INTO A HALF-YEAR ELECTIVE ENGLISH COURSE AT THE SENIOR HIGH SCHOOL LEVEL. THE PROJECT WAS DESIGNED TO INCREASE: KNOWLEDGE OF CAREERS IN GENERAL AND SPECIFICALLY IN THE BOOTHBAY HARBOR, MAINE AREA; AWARENESS OF HOW PERSONAL CHARACTERISTICS RELATE TO JOB REQUIREMENTS, SKILL, AND INTEREST IN PERFORMING A PARTICULAR JOB; AWARENESS OF WHERE TO OBTAIN PRINTED MATERIAL ABOUT JOB OPPORTUNITIES AND RELATED STATISTICS; AND KNOWLEDGE AND CONFIDENCE IN GETTING A JOB. INCLUDED IN THIS GUIDE ARE IDEAS FOR IMPLEMENTING A CAREER AWARENESS PROJECT, EXAMPLES OF ASSIGNMENTS AND EXERCISES, A LIST OF PLACES VISITED AND TEACHING AIDS PURCHASED, REACTIONS OF THE STUDENTS, AND RECOMMENDATIONS FOR FUTURE PROJECTS. (AUTHOR/NJ)**

VT 102 544

DENISON, DAVID H.; ELLIOT, SAMUEL W.

A CAREER EDUCATION MINI COURSE IN  
HEALTH OCCUPATIONS. A MINI-GRANT  
PROPOSAL. FINAL REPORT.

TELSTAR REGIONAL HIGH SCHOOL,  
BETHEL, MAINE.  
MAINE STATE DEPT. OF EDUCATIONAL  
AND CULTURAL SERVICES, AUGUSTA.  
BUREAU OF VOCATIONAL EDUCATION.;  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 29MAY75 14P.

DESCRIPTORS - \*HEALTH OCCUPATIONS  
EDUCATION; SECONDARY EDUCATION;  
FIELD TRIPS; \*NURSES AIDES; TESTS;  
\*TEACHING GUIDES; \*PROGRAM  
DESCRIPTIONS; CAREER EDUCATION;  
DEVELOPMENTAL PROGRAMS

**ABSTRACT - A MINICOURSE IN HEALTH  
OCCUPATIONS WAS IMPLEMENTED AS AN  
EXEMPLARY PROJECT IN CAREER  
EDUCATION FROM NOVEMBER 1974 TO**

JANUARY 1975. THE GOAL OF THE PROGRAM WAS TO ORIENT STUDENTS TO HEALTH CAREERS AND TO PROVIDE THEM WITH BASIC CARE SKILLS. A REGISTERED NURSE PROVIDED CLASSROOM INSTRUCTION AND COORDINATED TRIPS TO LOCAL HEALTH CARE UNITS. ALTHOUGH THE EMPHASIS OF THE PROGRAM WAS ON NURSING CAREERS, THE STUDENTS ALSO LEARNED ABOUT THE OCCUPATIONS OF LAB TECHNICIAN, DENTAL TECHNICIAN, X-RAY TECHNICIAN, DIET TECHNICIAN, AND PHYSICAL THERAPIST. THE STUDENTS WERE EVALUATED BY A COMPREHENSIVE FINAL EXAMINATION WHICH IS INCLUDED IN THE APPENDIX OF THE REPORT. ALSO INCLUDED ARE THE COURSE OUTLINE, A LIST OF PERFORMANCE TASKS, AND THE INSTRUCTOR'S REPORT. (NJ)

**VT 102 545**

PROJECT 70,001. FINAL REPORT.

CONNECTICUT STATE DEPT. OF EDUCATION, HARTFORD. DIV. OF VOCATIONAL EDUCATION.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - 30JUN75 43P.; PAGES 18, 19, AND 34 OF THE ORIGINAL DOCUMENT WERE MISSING AND THEREFORE NOT AVAILABLE. THEY ARE NOT INCLUDED IN THE PAGINATION.

DESCRIPTORS - \*COOPERATIVE PROGRAMS; \*DISTRIBUTIVE EDUCATION; \*DISADVANTAGED YOUTH; \*PROGRAM DESCRIPTIONS; SECONDARY EDUCATION; \*DROPOUT PROGRAMS; ON THE JOB TRAINING; HIGH SCHOOL EQUIVALENCY PROGRAMS

ABSTRACT - THIS PROJECT COMBINES FULL-TIME ON-THE-JOB WORK EXPERIENCE WITH RELATED PROGRAMS OF YOUTH ACTIVITIES AND CLASSROOM INSTRUCTION, AND PROVIDES AN AVENUE FOR ACQUIRING THE CONNECTICUT STATE EQUIVALENCY DIPLOMA. IT IS AIMED AT SERVING YOUNG ADULTS IN HARTFORD, CONNECTICUT WHO HAVE LEFT SCHOOL BEFORE COMPLETING 12 YEARS AND WHO ARE UNABLE TO OBTAIN EMPLOYMENT. AS OF JUNE 30, 1975, 18 OF 25 ENROLLEES HAVE BEEN PLACED IN TRAINING STATIONS AND MORE THAN 60

HAVE BEEN INTERVIEWED AND PRETESTED. MORE THAN 70 BUSINESS CONTACTS HAVE BEEN MADE. AN ADVISORY COMMITTEE AND A CHAPTER OF THE DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA) HAVE BEEN FORMED. A SAMPLE OF THE INTERVIEW QUESTIONNAIRE WHICH IS ADMINISTERED TO THE PROSPECTIVE PROGRAM PARTICIPANTS APPEARS IN THE APPENDIX. ALSO APPENDED ARE LISTS OF THE PARTICIPATING BUSINESS FIRMS, MEMBERSHIP LISTS OF THE DECA CHAPTER AND ADVISORY COUNCIL, TESTING DATA, AND INFORMATION CONCERNING PROJECT MEETINGS. (NJ)

**VT 102 546**

CIBBARELLI, VINCENT C. CAREER EDUCATION IN THE NORWALK PUBLIC SCHOOLS. EXEMPLARY PROJECT. FINAL REPORT.

NORWALK BOARD OF EDUCATION, CONN. CONNECTICUT STATE DEPT. OF EDUCATION, HARTFORD. DIV. OF VOCATIONAL EDUCATION.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - 30JUN75 46P.

DESCRIPTORS - \*CAREER EDUCATION; DEVELOPMENTAL PROGRAMS; \*ELEMENTARY SECONDARY EDUCATION; PILOT PROJECTS; \*PROGRAM DESCRIPTIONS; OCCUPATIONAL CLUSTERS; INTEGRATED CURRICULUM; CONFERENCES; \*SCHOOL SYSTEMS

ABSTRACT - DURING THE 1974-75 SCHOOL YEAR, THE MAJOR THRUST OF THE SECOND YEAR OF THIS EXEMPLARY PROJECT WAS THE INTEGRATION OF CAREER EDUCATION INTO THE CURRICULUM AT ALL LEVELS OF INSTRUCTION. CAREER EDUCATION WAS TAUGHT BY THE REGULAR CLASSROOM TEACHER IN ALL ELEMENTARY SCHOOLS. DETAILED UNIT PLANS WERE DEVELOPED AND PUBLISHED AS A GUIDE FOR TEACHERS. IN THE MIDDLE SCHOOLS CAREER EDUCATION WAS INTRODUCED IN THE MAJOR SUBJECT DISCIPLINES, AND SIMULATED WORK EXPERIENCES WERE EXPANDED BY THE ADDITION OF A COMMUNICATIONS UNIT. AT THE HIGH SCHOOL LEVEL THE CAREER EDUCATION

UNIT WAS CONTINUED IN ALL NINTH GRADE CIVICS CLASSES. OTHER ACTIVITIES, SUCH AS CAREER CONFERENCES, LIBRARY CAREER CORNERS, DAY WITH THE WORKER, CAREER INTEREST INVENTORIES, AND COUNSELING, WERE CARRIED ON AND REFINED. OVER 125 BUSINESS LEADERS IN THE COMMUNITY PARTICIPATED AS RESOURCE PERSONS AND GUEST SPEAKERS. LISTED IN THE APPENDIXES ARE TEACHER-DEVELOPED LESSONS AND THE FREQUENCY OF THEIR IMPLEMENTATION BY SCHOOL. INCLUDED ALSO ARE LISTS OF GUEST SPEAKERS, THEIR FIRMS, AND THE OCCUPATIONAL CLUSTERS THEY REPRESENT. BRIEF REPORTS OF THE SEVERAL CAREER CONFERENCES THAT WERE HELD THROUGHOUT THE YEAR ARE ALSO APPENDED. (AUTHOR/NJ)

VT 102 547

JOB CAREER GUIDANCE. URBAN LEAGUE OF GREATER HARTFORD END OF THE YEAR REPORT 1975.

URBAN LEAGUE OF GREATER HARTFORD, CONN.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 24JUL75 9P.

DESCRIPTORS - \*OCCUPATIONAL GUIDANCE; \*URBAN DROPOUTS; \*DISADVANTAGED YOUTH; JOB PLACEMENT; \*PROGRAM DESCRIPTIONS; STUDENT REHABILITATION; \*OUT OF SCHOOL YOUTH; HIGH SCHOOL EQUIVALENCY PROGRAMS

ABSTRACT - THIS PROJECT WAS SET UP TO PROVIDE OCCUPATIONAL INFORMATION, COUNSELING, JOB PLACEMENT, AND THE OPPORTUNITY TO OBTAIN A HIGH SCHOOL EQUIVALENCY DIPLOMA TO UNEMPLOYED OUT-OF-SCHOOL YOUTH FROM DISADVANTAGED FAMILIES IN THE GREATER HARTFORD AREA. ONE HUNDRED AND THIRTY-TWO DROPOUTS WERE CONTACTED AND COUNSELED, AND 104 WERE TESTED AND PLACED INTO A JOB TRAINING PROGRAM. FORTY-SEVEN STUDENTS WERE PERSUADED TO ENROLL IN A PROGRAM TO PREPARE THEM FOR THE HIGH SCHOOL EQUIVALENCY DIPLOMA

IN THREE MONTHS. ON-THE-JOB PLACEMENT COUPLED WITH INTENSIVE INDIVIDUAL AND GROUP COUNSELING WAS PROVIDED TO THE PARTICIPANTS OF THIS PROGRAM DURING 1974-75. (NJ)

VT 102 548

SPAGNOLA, EUGENE F.  
ALTERNATIVE PROGRAM. EXEMPLARY PROGRAM. FINAL REPORT.

WATERBURY BOARD OF EDUCATION, CONN.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 15JUL75 14P.

DESCRIPTORS - \*POTENTIAL DROPOUTS; DISADVANTAGED YOUTH; \*ALTERNATIVE SCHOOLS; \*STUDENT REHABILITATION; DEVELOPMENTAL PROGRAMS; \*JUNIOR HIGH SCHOOLS; PROGRAM DESCRIPTIONS; COMPENSATORY EDUCATION PROGRAMS; \*CAREER EDUCATION

ABSTRACT - DURING THE 1974-75 SCHOOL YEAR, THE ALTERNATIVE SCHOOL PROGRAM PROVIDED SELECTED POTENTIAL DROPOUTS AT THE JUNIOR HIGH LEVEL IN WATERBURY, CONNECTICUT, WITH AN EDUCATIONAL PROGRAM DESIGNED TO OFFER THE OPPORTUNITY TO DEVELOP SOCIAL AND SELF-CONCEPTS, PROPER WORK ATTITUDES, ADEQUATE READING AND MATH SKILLS, AND A DESIRE TO ACHIEVE. THE GOALS OF THE PROGRAM WERE TO PROVIDE RELEVANT CURRICULUM COORDINATED WITH VOCATIONAL EXPLORATION, INDIVIDUALIZED PROGRAMS IN READING AND MATHEMATICS TO REDUCE COMPETITIVE PRESSURES, AND GUIDANCE AND INSTRUCTION IN THE DEVELOPMENT OF SELF-AWARENESS, WORTH, AND DIRECTION. THE SCHOOL POPULATION CONSISTED OF DISADVANTAGED STUDENTS FROM 14-19 YEARS OF AGE AND WERE SELECTED ACCORDING TO THE FOLLOWING FACTORS: OVERAGED FOR GRADE; POTENTIAL DROPOUT; NONSCHOOL ORIENTED; AND LOW VOCATIONAL AWARENESS, ASPIRATION, AND ACHIEVEMENT. THE PROGRAM ACTIVITIES CENTERED AROUND THE INDIVIDUAL NEEDS OF THE STUDENTS; WITH AN EMPHASIS ON THE INTERACTION OF ACADEMICS AND VOCATIONAL AREAS. STUDENT

MOTIVATION WAS INCREASED AS DEMONSTRATED BY AN APPRECIABLE IMPROVEMENT IN ATTENDANCE AND IN THE EXPRESSION OF STUDENT ATTITUDES. (NJ)

**VT 102 549**

A COMPETENCY BASED PROGRAM FOR PREPARING VOCATIONAL EDUCATION TEACHERS. FINAL REPORT.

KEARNEY STATE COLL., NEBR.  
NEBRASKA STATE DEPT. OF EDUCATION,  
LINCOLN. DIV. OF VOCATIONAL  
EDUCATION.; NEBRASKA OCCUPATIONAL  
NEEDS RESEARCH COORDINATING UNIT,  
LINCOLN.; OFFICE OF EDUCATION  
(DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 120P.

DESCRIPTORS - \*PERFORMANCE BASED  
TEACHER EDUCATION; \*VOCATIONAL  
EDUCATION; \*TEACHER QUALIFICATIONS;  
\*CURRICULUM RESEARCH;  
BIBLIOGRAPHIES; PROGRAM  
DESCRIPTIONS; \*STATE PROGRAMS  
IDENTIFIERS - NEBRASKA

ABSTRACT - THE OBJECTIVE OF THIS PROJECT WAS TO IDENTIFY AND REACH A CONSENSUS ABOUT COMMON CORE COMPETENCIES DEEMED NECESSARY TO ALL VOCATIONAL TEACHERS, WITH THE GOAL OF DEVELOPING A STRATEGY FOR THE IMPLEMENTATION OF COMPETENCY-BASED TEACHER EDUCATION IN NEBRASKA. A RANDOM SAMPLE OF VOCATIONAL EDUCATORS SELECTED A LIST OF VOCATIONAL EDUCATION TEACHER COMPETENCIES THAT IS APPENDED TO THIS REPORT. THE COMPETENCIES ARE GROUPED ACCORDING TO THE HEADINGS OF PLANNING, EVALUATION, INSTRUCTION, MANAGEMENT, PUBLIC AND HUMAN RELATIONS, GUIDANCE, YOUTH ORGANIZATIONS, AND PROFESSIONAL ROLE. INCLUDED IS A BIBLIOGRAPHY OF COMPETENCY-BASED MATERIALS ORGANIZED BY STATE, AND A LIST OF COMPETENCY-BASED MODULES CURRENTLY IN USE IN TEACHER EDUCATION PROGRAMS. OTHER MATERIALS APPENDED TO THE DOCUMENT ARE THE PROJECT PERT AND MILESTONE CHARTS, THE ORIGINAL LIST OF COMPETENCIES,

CORRESPONDENCE WITH THE ADVISORY COMMITTEE, RESEARCH COORDINATING UNITS, AND STATE DEPARTMENTS OF EDUCATION, AND QUARTERLY REPORTS. (NJ)

**VT 102 550**

FOLLOW-UP OF VOCATIONAL GRADUATES STATE OF ARKANSAS 1973-74.  
VALIDATION REPORT.

EDUCATIONAL PLANNING AND EVALUATION SERVICES, MAGNOLIA, ARK.  
ARKANSAS STATE DEPT. OF EDUCATION,  
LITTLE ROCK. DIV. OF VOCATIONAL,  
TECHNICAL AND ADULT EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 01JUL75 45P.

DESCRIPTORS - \*GRADUATE SURVEYS;  
\*VOCATIONAL FOLLOWUP; VOCATIONAL  
EDUCATION; \*EMPLOYMENT STATISTICS;  
\*HIGH SCHOOL GRADUATES

ABSTRACT - THE PURPOSE OF THIS STUDY WAS TO OBTAIN EMPLOYMENT STATUS INFORMATION FOR STUDENTS SIX MONTHS AFTER GRADUATION FROM HIGH SCHOOL, TO COMPARE THE SIMILARITY OF THE STUDENTS' RESPONSES TO TEACHERS' REPORT OF THE STUDENTS' EMPLOYMENT STATUS, AND TO DETERMINE IF THERE WERE ANY VARIATIONS IN REPORTS OF EMPLOYMENT STATUS FROM ONE OCCUPATIONAL FIELD TO ANOTHER. THE STUDY WAS LIMITED TO 1974 VOCATIONAL EDUCATION GRADUATES FROM 10 ARKANSAS HIGH SCHOOLS. THREE HUNDRED AND THIRTY-THREE OF THE 441 TARGET STUDENTS REPLIED TO A QUESTIONNAIRE. BY USING THE U.S. OFFICE OF EDUCATION'S PUBLICATION, "VOCATIONAL EDUCATION AND OCCUPATIONS," AND THE "DICTIONARY OF OCCUPATIONAL TITLES," A STUDENT'S EMPLOYMENT STATUS WAS DETERMINED TO BE IN THE SAME, RELATED, OR A FIELD UNRELATED TO HIS HIGH SCHOOL TRAINING. DESCRIPTIVE STATISTICS, IN NUMBERS AND PERCENTAGES, PRESENT THE EMPLOYMENT STATUS OF STUDENTS AS REPORTED BY BOTH THE TEACHERS AND THE STUDENTS, AND TO SHOW COMPARISONS OF TEACHER AND STUDENT REPORTS. IT WAS CONCLUDED THAT THE MAJORITY OF THE 1974 GRADUATES WERE



WORKING IN AN OCCUPATION IN THE SAME FIELD OR ONE RELATED TO THEIR TRAINING. A WIDE DISCREPANCY WAS FOUND BETWEEN THE TEACHERS' AND THE STUDENTS' REPORTS OF THE STUDENTS' EMPLOYMENT STATUS SIX MONTHS AFTER GRADUATION. CONSIDERABLE VARIATION WAS ALSO FOUND IN REPORTS OF EMPLOYMENT STATUS FROM ONE OCCUPATIONAL FIELD TO ANOTHER. (AUTHOR/NJ)

**VT 102 551**

JACOBS, DAN K.; AND OTHERS  
A STUDY OF FACTORS AFFECTING STUDENT ENROLLMENT AND SCHEDULING IN VOCATIONAL EDUCATION PROGRAMS IN WEST VIRGINIA. FINAL REPORT.

ASSOCIATED EDUCATIONAL CONSULTANTS, INC., PITTSBURGH, PA.  
WEST VIRGINIA STATE DEPT. OF EDUCATION, CHARLESTON. BUREAU OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUL75 162P.

DESCRIPTORS - VOCATIONAL EDUCATION;  
\*SECONDARY SCHOOL STUDENTS;  
VOCATIONAL TRAINING CENTERS;  
\*ENROLLMENT INFLUENCES;  
\*SCHEDULING; \*VOCATIONAL SCHOOLS;  
\*RESEARCH; SECONDARY EDUCATION;  
STATE PROGRAMS; COMPREHENSIVE HIGH SCHOOLS  
IDENTIFIERS - WEST VIRGINIA

ABSTRACT - THE GOAL OF THIS STUDY WAS TO IDENTIFY FACTORS WHICH INHIBIT THE ABILITY OF WEST VIRGINIA SECONDARY SCHOOL STUDENTS TO ENROLL OR MAINTAIN ENROLLMENT IN A VOCATIONAL EDUCATION PROGRAM. INTERVIEWS WERE HELD WITH ADMINISTRATORS, COUNSELORS, STATE SUPERVISORS, AND TEACHERS FROM A SELECTED SAMPLE OF VOCATIONAL CENTERS AND COMPREHENSIVE HIGH SCHOOLS FROM JANUARY TO MAY 1975. SELF-ADMINISTERED QUESTIONNAIRES WERE ISSUED TO VOCATIONAL STUDENTS AND THEIR PARENTS, AND TO MATCHED PAIRS OF NONVOCATIONAL STUDENTS. ALL EXISTING LAWS, PROCEDURES, AND STANDARDS AFFECTING VOCATIONAL

ENROLLMENTS WERE REVIEWED AND ANALYZED. INTERPRETATION OF THE RESULTS YIELDED THE FOLLOWING FINDINGS: 16 OF THE 20 PRINCIPALS INDICATED THAT 50 TO 90 PERCENT OF THEIR STUDENT POPULATION SHOULD BE IN A VOCATIONAL PROGRAM; AMONG THE NONVOCATIONAL STUDENTS, 28 PERCENT SAID THEY MIGHT BE ATTRACTED BY DIFFERENT VOCATIONAL PROGRAMS; IF ALL SCHOOL-RELATED BARRIERS, SUCH AS SCHEDULING PROBLEMS AND CREDIT AND COURSE REQUIREMENTS WERE REMOVED, NOT MORE THAN 10 PERCENT OF ALL NONVOCATIONAL STUDENTS WOULD BE AFFECTED; AND VERY FEW RESPONDENTS REPORTED ATTITUDES UNFAVORABLE TO VOCATIONAL EDUCATION. THE REPORT DESCRIBES THE METHODOLOGICAL PROCEDURES OF THE STUDY, DISCUSSES THE RESULTS, AND PRESENTS A SUMMARY AND RECOMMENDATIONS. SAMPLE QUESTIONNAIRES AND INTERVIEW FORMS USED TO COLLECT THE DATA ARE APPENDED. (NJ)

**VT 102 552**

CALLAHAN, RONALD F.  
CAREER EDUCATION PROJECT. FINAL REPORT.

BUFFALO PUBLIC SCHOOLS, N.Y.  
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
OEG-0-72-5148  
PUB DATE - AUG75 72P.; RELATED DOCUMENT VT 102 442 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
\*DEVELOPMENTAL PROGRAMS; \*SUMMATIVE EVALUATION; PRETESTING; POST TESTING; COUNSELING INSTRUCTIONAL PROGRAMS; ELEMENTARY SECONDARY EDUCATION; VOCATIONAL DEVELOPMENT  
IDENTIFIERS - BUFFALO; NEW YORK

ABSTRACT - THE BUFFALO CAREER EDUCATION PROJECT IS PRESENTED IN TWO PARTS, THE FINAL REPORT AND THE SUMMARY EVALUATION. THE COMPONENTS OF THE PROGRAM DESCRIBED AND ANALYZED IN THE REPORT ARE: (1) INFUSION OF CAREER CONCEPTS INTO THE EXISTING CURRICULUM; (2)



VOCATIONAL SKILL TRAINING FOR ENTRY JOBS; (3) BUSINESS, LABOR, AND INDUSTRY CONTRIBUTION TO CAREER EDUCATION GOALS; (4) CAREER DEVELOPMENT PROGRAMS TO HELP STUDENTS MAKE DECISIONS; AND (5) EFFORTS TO USE HOME AND FAMILY STRUCTURE IN THE OCCUPATIONAL SOCIETY. WHILE SUCCESS IN EACH COMPONENT VARIED ACCORDING TO THE PARTICULAR SCHOOL AND COUNSELOR, ALL COMPONENTS WERE INCORPORATED INTO THE PROGRAMS OF EACH SCHOOL AND AN OVERALL SATISFACTORY STAGE OF DEVELOPMENT WAS REACHED. THE SUMMARY EVALUATION CONSIDERS THE BUFFALO CAREER EDUCATION PROJECT FOR ITS THREE YEARS OF EXISTENCE, FROM AUTUMN 1972 THROUGH SPRING 1975. HOLLAND'S THEORY OF VOCATIONAL CHOICE WAS USED AS THE BASIS FOR MUCH OF THE DATA COLLECTION, WITH A PRETEST-POSTTEST APPROACH TO EVALUATION. TABULATED RESULTS OF THE TESTS ARE APPENDED, SHOWING A SIGNIFICANT INCREASE IN STUDENT KNOWLEDGE ABOUT VOCATIONS AND SPECIFIC JOBS. (AUTHOR/MF)

#### VT 102 553

VOCATIONAL PROGRAM FOR OUT-OF-SCHOOL YOUTH AND ADULTS IN BUILDING MAINTENANCE AND COMMERCIAL COOKING.

DANIELS VOCATIONAL ASSESSMENT AND TRAINING CENTER, W. VA.

WEST VIRGINIA STATE DEPT. OF EDUCATION, CHARLESTON. BUREAU OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - 30JUN75 28P.

DESCRIPTORS - ACADEMIC FAILURE; \*DISADVANTAGED YOUTH; \*DROPOUT REHABILITATION; \*PROGRAM DESCRIPTIONS; VOCATIONAL ADJUSTMENT; \*VOCATIONAL TRAINING CENTERS; VOCATIONAL COUNSELING; DEVELOPMENTAL PROGRAMS; ADULT BASIC EDUCATION; FOOD SERVICE OCCUPATIONS; BUILDING TRADES; COOPERATIVE EDUCATION; \*EDUCATIONAL NEEDS

ABSTRACT - THE DANIELS VOCATIONAL

ASSESSMENT AND TRAINING CENTER WAS ORGANIZED TO MEET THE VOCATIONAL AND EDUCATIONAL NEEDS OF DISADVANTAGED YOUTH AND ADULTS. OUT-OF-SCHOOL AND OUT-OF-WORK YOUTH AND ADULTS ARE PROVIDED WITH THE OPPORTUNITY TO ACQUIRE EMPLOYMENT SKILLS, BASIC EDUCATION, AND BEHAVIOR PATTERNS WHICH WILL ENABLE THEM TO ENTER AND COMPETE SUCCESSFULLY IN THE WORLD OF WORK. THE PROGRAM INCLUDES CURRICULUMS IN VOCATIONAL ASSESSMENT, WORK ADJUSTMENT, BUILDING MAINTENANCE, COMMERCIAL COOKING, COUNSELING, AND COOPERATIVE EDUCATION. THIS REPORT DESCRIBES THE PROGRAM COMPONENTS, INCLUDES OUTLINES AND ACTIVITIES REPORTS FOR THE COURSES IN COMMERCIAL FOODS AND BUILDING TRADES, AND BRIEFLY SUMMARIZES THE ACCOMPLISHMENTS FOR THE 1974-75 SCHOOL YEAR. (AUTHOR/NJ)

#### VT 102 554

KIMBALL OCCUPATIONAL EDUCATION PROJECT. QUARTERLY REPORT.

KIMBALL SCHOOL DISTRICTS 1 AND 3, NEBR.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

PUB DATE - 30JUN75 31P.

DESCRIPTORS - \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS; \*RURAL SCHOOLS; FIELD TRIPS; REPORTS; ELEMENTARY SECONDARY EDUCATION

ABSTRACT - THE MAJOR ACTIVITIES AND ACCOMPLISHMENTS OF THE CAREER EDUCATION EXEMPLARY PROGRAM AT KIMBALL SCHOOL DISTRICTS 1 AND 3, NEBRASKA, FOR THE QUARTER ENDING JUNE 30, 1975 ARE BRIEFLY DESCRIBED. TEACHER'S EVALUATIONS OF FIELD TRIPS, A SUMMARY OF MONTHLY REPORTS, AND COPIES OF STAFF PUBLICATIONS AND PUBLICITY ARE APPENDED.

#### VT 102 555

STATE-WIDE COMPUTERIZED MODEL FOR DETERMINING OCCUPATIONAL OPPORTUNITIES IN NEBRASKA. FINAL REPORT.

NEBRASKA OCCUPATIONAL NEEDS  
RESEARCH COORDINATING UNIT,  
LINCOLN.  
NEBRASKA STATE DEPT. OF EDUCATION,  
LINCOLN. DIV. OF VOCATIONAL  
EDUCATION.; OFFICE OF EDUCATION  
(DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 25P.; RELATED  
DOCUMENT VT 102 556 IN THIS ISSUE.

DESCRIPTORS - \*EMPLOYMENT  
OPPORTUNITIES; \*OCCUPATIONAL  
SURVEYS; \*MANPOWER NEEDS; \*STATE  
SURVEYS; \*PROGRAM COSTS;  
EXPENDITURES; QUESTIONNAIRES  
IDENTIFIERS - \*NEBRASKA

ABSTRACT - THE EIGHTH ANNUAL REPORT  
OF A CONTINUING PROJECT TO SUPPLY  
OCCUPATIONAL DATA TO EDUCATORS,  
THIS STUDY EMPHASIZED THE  
DETERMINATION OF MANPOWER NEEDS AND  
JOB OPPORTUNITIES FROM INFORMATION  
FURNISHED BY EMPLOYERS IN THE STATE  
OF NEBRASKA FOR THE YEAR ENDING  
JUNE 30, 1975. THE DATA WILL BE  
USED IN PLANNING VOCATIONAL  
EDUCATION PROGRAMS. DURING THIS  
YEAR A FIVE PERCENT COMPUTERIZED  
RANDOM SAMPLE OF 4,369 FIRMS,  
GENERATED FROM THE SIX TECHNICAL  
COMMUNITY COLLEGE AREAS, WAS DRAWN  
FROM THE UPDATED MASTER LIST OF  
APPROXIMATELY 85,000 FIRMS. EACH  
EMPLOYER IN THE SAMPLE WAS  
INTERVIEWED BY A UNIVERSITY OF  
NEBRASKA STUDENT TO OBTAIN THE  
NUMBER OF EMPLOYEES IN EACH JOB  
CATEGORY AND THE FUTURE NEED FOR  
ADDITIONAL EMPLOYEES IN EACH JOB.  
DATA FROM THE INTERVIEWS WERE  
COMPILED AND PROCESSED BY COMPUTER  
TO GIVE TOTAL EMPLOYMENT, PROJECTED  
MANPOWER NEEDS FOR THE NEXT 12-  
MONTH PERIOD, REASON FOR NEED, AND  
NEEDS FOR THE FOLLOWING TWO YEARS.  
STORED DATA FOR THE TWO PREVIOUS  
YEARS WERE MERGED WITH THE NEW DATA  
AND AVERAGED FOR THE THREE YEARS.  
THE COMPOSITE DATA WERE TABULATED  
ACCORDING TO OCCUPATIONAL  
CLASSIFICATIONS OF THE DICTIONARY  
OF OCCUPATIONAL TITLES. THE  
TABULATED DATA FROM THIS YEAR'S  
SURVEY ARE PRESENTED IN VT 102 556

IN THIS ISSUE. (MF)

VT 102 556  
OCCUPATIONAL OPPORTUNITIES IN  
NEBRASKA. 1975 REPORT. (FROM STATE-  
WIDE COMPUTERIZED MODEL FOR  
DETERMINING OCCUPATIONAL  
OPPORTUNITIES IN NEBRASKA) NEBRASKA  
RESEARCH COORDINATING UNIT FOR  
VOCATIONAL EDUCATION SERIES NO. 19.

NEBRASKA OCCUPATIONAL NEEDS  
RESEARCH COORDINATING UNIT,  
LINCOLN.  
NEBRASKA STATE DEPT. OF EDUCATION,  
LINCOLN. DIV. OF VOCATIONAL  
EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 56P.; RELATED  
DOCUMENT VT 102 555 IN THIS ISSUE.

DESCRIPTORS - \*EMPLOYMENT  
STATISTICS; TABLES (DATA);  
\*EMPLOYMENT PROJECTIONS;  
OCCUPATIONAL CLUSTERS; \*MANPOWER  
NEEDS; \*OCCUPATIONAL SURVEYS; STATE  
SURVEYS; \*EMPLOYMENT OPPORTUNITIES;  
MANPOWER UTILIZATION  
IDENTIFIERS - \*NEBRASKA

ABSTRACT - THIS PUBLICATION  
PRESENTS TABULATED DATA COMPILED  
FROM THE EIGHTH ANNUAL STUDY TO  
IDENTIFY OCCUPATIONAL OPPORTUNITIES  
IN THE STATE OF NEBRASKA. PROGRAM  
DEVELOPMENT, IMPLEMENTATION, COSTS,  
AND EXPENDITURES ARE GIVEN IN VT  
102 555 IN THIS ISSUE. TABLES 1  
THROUGH 11 DISPLAY PROJECTED  
OCCUPATIONAL EMPLOYMENT AND  
MANPOWER NEEDS IN OCCUPATIONAL  
CATEGORIES AS CLASSIFIED BY THE  
DICTIONARY OF OCCUPATIONAL TITLES:  
PROFESSIONAL, TECHNICAL, AND  
MANAGERIAL; CLERICAL AND SALES;  
SERVICE; FARMING AND RELATED;  
PROCESSING; MACHINE TRADES; BENCH  
WORK; STRUCTURAL WORK; AND  
MISCELLANEOUS. TABLES 12 THROUGH 21  
REFLECT FUTURE EMPLOYMENT  
OPPORTUNITIES (IN THE SAME  
OCCUPATIONAL CATEGORIES) AS  
DETERMINED FROM EMPLOYER  
INTERVIEWS. TABLES 22 THROUGH 30  
SHOW PROJECTED OCCUPATIONAL DATA BY  
THE SEVEN MAJOR AREAS, SUBDIVIDED  
INTO GROUPS, OF VOCATIONAL

EDUCATION PROGRAMS IN THE AREAS OF AGRICULTURE, DISTRIBUTIVE, HEALTH, HOME ECONOMICS, OFFICE, TECHNOLOGY, AND TRADE AND INDUSTRIAL. (MF)

**VT 102 557**

STAKELON, ANNE E., COMP.; MAGISOS, JOEL H., COMP.  
EXPERIENCED BASED CAREER EDUCATION: AN ANNOTATED BIBLIOGRAPHY.  
BIBLIOGRAPHY SERIES NO. 27.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.

BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. BB27, \$3.00 EA.; COMPLETE SET OF THREE, ORDER NO. BB27-29, \$10.00 PER SET.)

PUB DATE - OCT75 44P.; RELATED DOCUMENTS VT 102 557 THROUGH VT 102 559 IN THIS ISSUE.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*RESEARCH PROPOSALS; GRANTS; DEVELOPMENTAL PROGRAMS; FEDERAL AID; VOCATIONAL EDUCATION; \*CAREER EDUCATION; \*PROJECT APPLICATIONS; \*WORK EXPERIENCE PROGRAMS  
IDENTIFIERS - VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY WAS PREPARED TO ASSIST THOSE APPLYING FOR GRANTS UNDER PART D OF THE VOCATIONAL EDUCATION ACT OF 1963, AS AMENDED. THE BIBLIOGRAPHY IS INTENDED TO HELP APPLICANTS PLAN AND CONDUCT BETTER PROJECTS AS A RESULT OF KNOWING ABOUT COMPLETED AND ONGOING RESEARCH. THIRTEEN INDEX/SEARCH TERMS WERE USED TO IDENTIFY ITEMS RELATED TO THE TWO CONCEPTS OF CAREER EDUCATION AND EXPERIENCE BASED PROGRAMS. SEVENTY-FIVE OF THE CITATIONS RECOVERED WERE CHOSEN TO BE INCLUDED IN THE DOCUMENT. THEY ARE PRESENTED UNDER THE SECTION TITLES OF ERIC REPORT LITERATURE, AIM/ARM REPORT LITERATURE, JOURNAL

ARTICLES, AND PROJECTS IN PROGRESS. INFORMATION ABOUT HOW TO ORDER DOCUMENTS IS ALSO PROVIDED. (LJ)

**VT 102 558**

STAKELON, ANNE E., COMP.; MAGISOS, JOEL H., COMP.

EVALUATION OF WORK EXPERIENCE, COOPERATIVE EDUCATION, AND YOUTH MANPOWER PROGRAMS: AN ANNOTATED BIBLIOGRAPHY. BIBLIOGRAPHY SERIES NO. 28.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.

BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. BB28, \$4.00 EA.; COMPLETE SET OF THREE, ORDER NO. BB27-29, \$10.00 PER SET.)

PUB DATE - OCT75 67P.; RELATED DOCUMENTS VT 102 557 THROUGH VT 102 559 IN THIS ISSUE.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*RESEARCH PROPOSALS; GRANTS; DEVELOPMENTAL PROGRAMS; FEDERAL AID; VOCATIONAL EDUCATION; \*PROJECT APPLICATIONS; COOPERATIVE EDUCATION; \*WORK EXPERIENCE; \*YOUTH EMPLOYMENT; YOUTH PROGRAMS; MANPOWER DEVELOPMENT; EVALUATION  
IDENTIFIERS - VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY WAS PREPARED TO ASSIST THOSE APPLYING FOR GRANTS UNDER PART D OF THE VOCATIONAL EDUCATION ACT OF 1963, AS AMENDED. THE BIBLIOGRAPHY IS INTENDED TO HELP APPLICANTS PLAN AND CONDUCT BETTER PROJECTS AS A RESULT OF KNOWING ABOUT COMPLETED AND ONGOING RESEARCH. COMPUTER-ASSISTED SEARCHES OF SEVERAL DATA BASES RECOVERED ITEMS RELATED TO THE CONCEPTS AND EVALUATION OF WORK EXPERIENCES, COOPERATIVE EDUCATION, OR YOUTH MANPOWER PROGRAMS, OF WHICH 106 WERE CHOSEN TO BE

INCLUDED IN THE DOCUMENT. SECTION TITLES ARE ERIC REPORT LITERATURE, AIM/ARM REPORT LITERATURE, NTIS REPORT LITERATURE, JOURNAL ARTICLES, AND PROJECTS IN PROGRESS. INFORMATION ABOUT HOW TO ORDER DOCUMENTS IS ALSO PROVIDED. (LJ)

#### VT 102 559

STAKELON, ANNE E., COMP.; MAGISOS, JOEL H., COMP.  
SEX STEREOTYPING AND OCCUPATIONAL ASPIRATION: AN ANNOTATED BIBLIOGRAPHY. BIBLIOGRAPHY SERIES NO. 29.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.  
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. BB29, \$3.00 EA.; COMPLETE SET OF THREE, ORDER NO. BB27-29, \$10.00 PER SET.)

PUB DATE - OCT75 48P.; RELATED DOCUMENTS VT 102 557 THROUGH VT 102 559 IN THIS ISSUE.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*RESEARCH PROPOSALS; GRANTS; DEVELOPMENTAL PROGRAMS; FEDERAL AID; VOCATIONAL EDUCATION; \*PROJECT APPLICATIONS; \*OCCUPATIONAL ASPIRATION; \*SEX STEREOTYPES  
IDENTIFIERS - VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY WAS PREPARED TO ASSIST THOSE APPLYING FOR GRANTS UNDER PART D OF THE VOCATIONAL EDUCATION ACT OF 1963, AS AMENDED. THE BIBLIOGRAPHY IS INTENDED TO HELP APPLICANTS PLAN AND CONDUCT BETTER PROJECTS AS A RESULT OF KNOWING ABOUT COMPLETED AND ONGOING RESEARCH. COMPUTER-ASSISTED SEARCHES OF SEVERAL DATA BASES RECOVERED ITEMS RELATED TO THE CONCEPTS OF SEX STEREOTYPING AND VOCATIONAL EDUCATION OR OCCUPATIONAL ASPIRATION, OF WHICH

88 WERE CHOSEN TO BE INCLUDED IN THE DOCUMENT. SECTION TITLES ARE ERIC REPORT LITERATURE, AIM/ARM REPORT LITERATURE, NTIS REPORT LITERATURE, JOURNAL ARTICLES, AND PROJECTS IN PROGRESS. INFORMATION ABOUT HOW TO ORDER DOCUMENTS IS ALSO PROVIDED. (LJ)

#### VT 102 560

AMMERMAN, HARRY L.; AND OTHERS  
RATING THE JOB SIGNIFICANCE OF TECHNICAL CONCEPTS: AN APPLICATION TO THREE OCCUPATIONS. RESEARCH AND DEVELOPMENT SERIES NO. 105.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.  
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

NE-C-00-3-0078  
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. RD105, \$3.50 EA.)

PUB DATE - DEC74 71P.; RELATED DOCUMENT VT 102 567 IN THIS ISSUE.

DESCRIPTORS - \*JOB SKILLS; \*SKILL ANALYSIS; \*CONCEPT FORMATION; \*RATING SCALES; \*OCCUPATIONAL INFORMATION; AUTO MECHANICS (OCCUPATION); PROGRAMERS; SECRETARIES; TASK PERFORMANCE; EVALUATION METHODS; METHODS; SURVEYS; VOCATIONAL EDUCATION TEACHERS; POST SECONDARY EDUCATION; SECONDARY EDUCATION

ABSTRACT - THIS REPORT DESCRIBES A METHODOLOGY FOR DEFINING AND LISTING THE TECHNICAL CONCEPTS RELEVANT TO AN OCCUPATION. TECHNICAL CONCEPTS ARE CONSIDERED TO BE SPECIFIC SKILLS WITH PRACTICAL USE FOR WORKERS IN PERFORMING THEIR JOBS. THREE APPLICATIONS OF THE CONCEPT INVENTORY PROCESS ARE PRESENTED FOR THE OCCUPATIONS OF AUTOMOTIVE MECHANIC, BUSINESS DATA PROGRAMMER, AND GENERAL SECRETARY. CONCEPTS FOR EACH OCCUPATION WERE RATED ON THEIR DEGREE OF JOB SIGNIFICANCE. THE CONCEPT SIGNIFICANCE RATINGS WERE OBTAINED FROM EXPERIENCED



INSTRUCTORS FOR EACH OCCUPATIONAL AREA THROUGH A MAIL SURVEY IN 1974. THE METHODS FOR DERIVING CURRICULUM CONTENT FOR SECONDARY AND POST SECONDARY OCCUPATIONAL TRAINING PROGRAMS DESCRIBED IN THIS REPORT ARE BEING DEVELOPED AND TESTED FOR APPLICATION TO ANY OCCUPATIONAL AREA WHERE THERE IS UNCERTAINTY ABOUT THE OCCUPATIONAL REQUIREMENTS AND TRAINING CONTENT. APPENDED ARE THE SURVEY FORM SENT TO THE INSTRUCTORS, INSTRUCTORS' RATINGS OF TECHNICAL CONCEPTS FOR THE THREE OCCUPATIONS USED IN THE STUDY, AND ADDITIONAL CONCEPTS SUGGESTED BY THE INSTRUCTORS. (AUTHOR/MF)

#### VT 102 561

ROEMMICH, DALE L.  
A PROPOSAL TO FIELD TEST A SUPERVISED OCCUPATIONAL EXPERIENCE MANUAL. PROGRAM MANUAL. RESEARCH SERIES NO. 16.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. RESEARCH COORDINATING UNIT. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - JUN75 40P.

DESCRIPTORS - \*PROGRAM GUIDES;  
\*SUPERVISED FARM PRACTICE;  
\*VOCATIONAL AGRICULTURE;  
AGRIBUSINESS; \*WORK EXPERIENCE PROGRAMS; \*PROGRAM DESCRIPTIONS;  
COURSE CONTENT; EVALUATION;  
SECONDARY EDUCATION  
IDENTIFIERS - NORTH DAKOTA

ABSTRACT - A PROGRAM MANUAL FOR SUPERVISED OCCUPATIONAL EXPERIENCE PROGRAMS IN VOCATIONAL AGRICULTURE WAS PREPARED TO SET DOWN GUIDELINES AND POLICY FOR THE PROGRAM AT DICKINSON AREA VOCATIONAL HIGH SCHOOL, NORTH DAKOTA. BECAUSE OF THE NEW CONCEPT INITIATED BY THE POLICY STATEMENT, IT WAS DECIDED TO FIELD TEST THE MANUAL IN SIX OTHER HIGH SCHOOLS IN THE STATE. AT THE END OF THE 1975 SCHOOL YEAR, AN EVALUATION OF THE MANUAL WAS MADE. BECAUSE OF DIFFERENT SITUATIONS FOUND IN THE VARIOUS SCHOOLS, SOME

CHANGES WERE MADE IN THE MANUAL, AND IT WAS RECOMMENDED AS A GUIDELINE FOR ESTABLISHING A PROGRAM IN OTHER SCHOOLS SUBJECT TO INDIVIDUAL MODIFICATIONS. THE REVISED PROGRAM MANUAL PRESENTS THE OBJECTIVES AND REQUIREMENTS OF THE SUPERVISED OCCUPATIONAL EXPERIENCE PROGRAM IN AGRICULTURE, ALONG WITH PROGRAM DESCRIPTIONS AND COURSE CONTENT. THE MANUAL INCLUDES THE FOLLOWING SAMPLE EXHIBITS FOR USE IN THE PROGRAM: VOCATIONAL AGRICULTURE SUPERVISED FARMING PROGRAM AGREEMENT, PLANS FOR PRODUCTIVE ENTERPRISES, DICKINSON AREA VOCATIONAL HIGH SCHOOL TRAINING AGREEMENTS AND PLANS FOR SUPERVISED OCCUPATIONAL EXPERIENCE PROGRAMS (BOTH ONFARM AND AGRIBUSINESS PLACEMENTS), INDIVIDUALIZED INSTRUCTION PROGRAM, AND IMPROVEMENT PROJECT PLANS. (AUTHOR/MF)

#### VT 102 562

PRINDIVILLE, GERALD  
CIVIL HIGHWAY CURRICULUM EVALUATION. FINAL REPORT.

NORTHEAST WISCONSIN VOCATIONAL, TECHNICAL, AND ADULT EDUCATION DISTRICT, GREEN BAY.  
WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - AUG75 45P.

DESCRIPTORS - \*CIVIL ENGINEERING;  
\*HIGHWAY ENGINEERING AIDES;  
\*CURRICULUM EVALUATION; \*JOB SKILLS; SKILL ANALYSIS; EMPLOYMENT QUALIFICATIONS; QUESTIONNAIRES;  
GRADUATE SURVEYS; EMPLOYER ATTITUDES; ASSOCIATE DEGREES;  
TECHNICAL INSTITUTES; POST SECONDARY EDUCATION  
IDENTIFIERS - WISCONSIN

ABSTRACT - THE PURPOSE OF THE CIVIL HIGHWAY CURRICULUM EVALUATION WAS TO PROVIDE DATA FOR COURSE REVIEW AND REVISION. AS CIVIL ENGINEERING IS A RAPIDLY CHANGING OCCUPATIONAL FIELD, IT IS IMPORTANT TO DETERMINE



WHAT SKILLS ARE CURRENTLY ESSENTIAL FOR CIVIL HIGHWAY TECHNICIANS. THE ASSOCIATE DEGREE PROGRAMS IN THE FOUR WISCONSIN TECHNICAL INSTITUTES OFFERING THE CIVIL HIGHWAY TECHNICIAN CURRICULUM WERE SUMMARIZED AND PRESENTED TO BOTH PROGRAM GRADUATES (1970-1973) AND TO POTENTIAL AND ACTUAL EMPLOYERS FOR THEIR ASSESSMENT OF THE IMPORTANCE OF THE ABILITIES REQUIRED ON THE JOB. RESPONSES FROM 62 GRADUATES AND 21 EMPLOYERS WERE TABULATED FOR THEIR IMPRESSIONS OF THE KIND AND DEGREE OF KNOWLEDGE NEEDED FOR EACH COURSE ELEMENT IN THE PROGRAM. THE PRINCIPAL CONCLUSION FROM THE DATA WAS THAT MORE EMPHASIS IS NEEDED ON COMMUNICATION SKILLS, PARTICULARLY WRITTEN REPORTS. CONFLICTING RESPONSES IN THE AREAS OF MATHEMATICS AND SCIENCES INDICATE THAT FURTHER RESEARCH IS NEEDED IN THESE AREAS. AS THE EMPLOYERS SURVEYED WERE NOT NECESSARILY THOSE WHO HIRED THE GRADUATES, SOME DIFFERENCES OF OPINION MAY BE DUE TO DIFFERENCES IN TYPE OF EMPLOYMENT. THE STUDENT AND EMPLOYER QUESTIONNAIRES, A LIST OF EMPLOYERS OF THE RESPONDENT GRADUATES, AND A LIST OF EMPLOYER RESPONDENTS ARE APPENDED. (AUTHOR/MF)

VT 102 563

ROBINSON, FRED T., III  
AN EXEMPLARY CAREER EDUCATION  
PROJECT FOR SOUTHEAST ARKANSAS.  
INTERIM REPORT (JUNE 1, 1974 - JUNE  
30, 1975).

MONTICELLO SCHOOL DISTRICT 18, ARK.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
OEG-0-73-5307  
PUB DATE - 15SEP75 172P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*FORMATIVE EVALUATION; \*ELEMENTARY  
SECONDARY EDUCATION; \*CAREER  
AWARENESS; \*SELF CONCEPT; CAREER  
PLANNING; PROGRAM EVALUATION

ABSTRACT - THIS INTERIM REPORT  
OUTLINES THE SECOND YEAR OBJECTIVES  
OF A PROPOSED THREE-YEAR K-12  
EXEMPLARY CAREER EDUCATION PROJECT  
FOR SOUTHEAST ARKANSAS. PROGRAM  
DESCRIPTION AND EVALUATION OF THE  
PROJECT ARE PROVIDED BY THE  
EVALUATOR. GRADES K-7 FOCUSED UPON  
CAREER INFORMATION. TABULATED DATA  
INDICATE STUDENT INCREASES IN  
AWARENESS OF AND KNOWLEDGE ABOUT  
WORK WERE MORE SIGNIFICANT THAN  
INCREASES IN SELF-AWARENESS. GRADES  
EIGHT AND NINE FOCUSED UPON  
VOCATIONAL ORIENTATION. GRADE NINE  
ALSO EXPERIENCED CAREER COUNSELING.  
THESE STUDENTS DISPLAYED MINIMAL  
INCREASES IN AWARENESS OF AND  
KNOWLEDGE ABOUT WORK. THERE WAS NO  
INCREASE IN NINTH GRADE STUDENTS'  
CAREER DECISIONMAKING SKILLS, BUT  
EIGHTH GRADE STUDENTS SIGNIFICANTLY  
INCREASED CAREER PLANNING  
KNOWLEDGE. GRADES 10-12 FOCUSED  
UPON VOCATIONAL EXPLORATION,  
PREPARATION, COOPERATIVE EDUCATION,  
AND COUNSELING AND PLACEMENT  
ACTIVITIES. THIS PROGRAM HAD LITTLE  
EFFECT AT THE TWELFTH GRADE LEVEL,  
ALTHOUGH STUDENTS DID BENEFIT FROM  
PLACEMENT AND REFERRAL SERVICES. IT  
IS RECOMMENDED THAT THE PROGRAM BE  
CONTINUED AFTER AN EXAMINATION OF  
PROGRAM ACTIVITIES AND MEASUREMENT  
TECHNIQUES. THE EVALUATION DESIGN  
SUMMARY CHARTS FOR EACH COMPONENT  
LISTING MEASUREMENT INSTRUMENTS AND  
DATA COLLECTION PROCEDURES ARE  
APPENDED. (KJ)

VT 102 564

HERN, ANN  
ANNOTATED BIBLIOGRAPHY FOR BUSINESS  
ENGLISH FOR SECRETARIAL PROGRAMS IN  
THE JUNIOR COLLEGE.

MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 176P.

DESCRIPTORS - \*ANNOTATED  
BIBLIOGRAPHIES; \*BUSINESS ENGLISH;  
\*COLLEGE CURRICULUM; \*JUNIOR  
COLLEGES; SECRETARIES; BUSINESS  
EDUCATION

ABSTRACT - THIS ANNOTATED  
BIBLIOGRAPHY BRIEFLY DESCRIBES

INFORMATION FROM PRINTED SOURCES WHICH WOULD BE HELPFUL TO TEACHERS AND STUDENTS OF BUSINESS ENGLISH, PARTICULARLY THOSE INVOLVED WITH SECRETARIAL PROGRAMS IN TWO-YEAR COLLEGES. EACH ENTRY CONTAINS SELECTED INFORMATION OF PARTICULAR RELEVANCE TO BUSINESS ENGLISH IN THE 1970'S RATHER THAN AN ABSTRACT OF THE ENTIRE WORK, ALTHOUGH ENTRIES FROM THE EDUCATIONAL RESEARCH INFORMATION CENTERS ARE ABSTRACT QUOTATIONS. MAIN SECTIONS OF THE BIBLIOGRAPHY ARE (1) WHO--RESEARCH, ARTICLES, AND BOOKS ABOUT STUDENT SELECTION, PLACEMENT, PREDICTIONS FOR SUCCESS, COUNSELING, SPECIALIZATION, AND CLASSIFICATION, (2) WHAT--COURSE CONTENT, OBJECTIVES, RELATED RESEARCH, AND RELATED COMMUNICATION COURSES, (3) WHERE--RESOURCES FOR BOTH TECHNICAL AND GENERAL JUNIOR COLLEGE CURRICULUM, (4) WHY--CAREER OPPORTUNITIES, JOB PLACEMENT, COOPERATION WITH COMMUNITY BUSINESSES AND INDUSTRIES, NEEDS AS DEFINED BY BUSINESS AND INDUSTRY, AND (5) HOW--BOTH TRADITIONAL AND INDIVIDUALIZED METHODS, EFFECTS OF AUTOMATION ON TEACHING METHODS, ACTIVITIES RECOMMENDED FOR CLASSROOM USE, TESTING, EVALUATION, AUDIOVISUAL AIDES, AND OTHER RESOURCES AND MATERIALS.  
(AUTHOR/LJ)

VT 102 565

DUAL CAREERS: A LONGITUDINAL STUDY OF THE LABOR MARKET EXPERIENCES OF WOMEN. VOLUME 3.

MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (STOCK NUMBER 029-000-00247-9, \$2.50 EA.)  
PUB DATE - 75 194P.

DESCRIPTORS - \*LONGITUDINAL STUDIES; \*LABOR MARKET; \*WORKING WOMEN; \*OCCUPATIONAL MOBILITY; \*CHILD CARE; SEX STEREOTYPES

ABSTRACT - CONSIDERED A PROGRESS

REPORT, THIS VOLUME REPORTS ON A LONGITUDINAL STUDY WHICH BEGAN IN 1965 OF THE LABOR MARKET EXPERIENCE OF 5,083 WOMEN AND FOCUSES ON TWO SPECIFIC TOPICS OF CURRENT RESEARCH INTEREST, THE DEMAND FOR CHILD CARE FACILITIES AND THE MOVEMENT OF WOMEN INTO AND OUT OF TRADITIONALLY FEMALE OCCUPATIONS. THE DATA COLLECTED BETWEEN 1967 AND 1971 SHOWS: (1) A SLIGHT INCREASE OF THE PROPORTION OF WHITE WOMEN IN ATYPICAL OCCUPATIONS, ALTHOUGH THE REVERSE WAS TRUE FOR BLACKS, (2) A SIGNIFICANT GROUP OF WOMEN, ESPECIALLY THOSE WITH PRESCHOOL CHILDREN, WISH TO USE ORGANIZED DAY CARE, AND (3) COMPLEX SOCIAL AND ECONOMIC INTERRELATIONSHIPS EXIST WHICH SHOULD BE CONSIDERED WHEN DEVELOPING A PRICE SYSTEM FOR DAY CARE. A BRIEF SURVEY OF THE WOMEN'S COMPARATIVE LABOR FORCE STATUS FOR THE YEARS 1967, 1969, AND 1971 IS ALSO PROVIDED. THE FIRST OF TWO PREVIOUS VOLUMES (VT 011 734) DESCRIBES THE INITIAL STAGE OF STUDY IN WHICH DATA RELATING WORK EXPERIENCE TO SOCIAL, ECONOMIC, AND PSYCHOLOGICAL FACTORS WAS COLLECTED VIA INTERVIEW AND QUESTIONNAIRES. VOLUME II (VT 017 254) FOCUSED ON CHANGES IN LABOR FORCE PARTICIPATION OF THE WOMEN TWO YEARS LATER, INTERFIRM MOBILITY, AND CHANGES IN JOB SATISFACTION AND RATES OF PAY. (LJ)

VT 102 566

IDENTIFICATION OF TASKS IN PHOTO-OFFSET LITHOGRAPHY OCCUPATIONS.

IOWA STATE DEPT. OF PUBLIC INSTRUCTION, DES MOINES. DIV. OF CAREER EDUCATION.; UNIVERSITY OF NORTHERN IOWA, CEDAR FALLS. DEPT. OF INDUSTRIAL ARTS AND TECHNOLOGY. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - 75 66P.

DESCRIPTORS - \*TASK ANALYSIS; \*INDUSTRIAL ARTS; \*TASK PERFORMANCE; \*GRAPHIC ARTS; \*EMPLOYMENT OPPORTUNITIES; JOB SKILLS

## IDENTIFIERS - IOWA

**ABSTRACT - THIS RESEARCH PROJECT WAS DESIGNED TO PROVIDE DATA PERTAINING TO PERFORMANCE TASKS IN SPECIFIC OCCUPATIONS IN VARIOUS AREAS OF VOCATIONAL/TECHNICAL EDUCATION. THE DATA PRESENTED IN THIS DOCUMENT IS INTENDED TO BE USED TO DEVELOP APPROPRIATE OBJECTIVES AND CURRICULAR CONTENT TO ASSIST IN THE PREPARATION OF INDIVIDUALS TO ENTER THE SPECIFIC PHOTO-OFFSET LITHOGRAPHY OCCUPATIONS OF LAYOUT MAN, PASTE-UP MAN, LITHOGRAPHIC CAMERAMAN, STRIPPER, PLATEMAKER, AND OFFSET PRESSMAN, TO DISCOVER THE TASKS AND FUNCTIONS REQUIRED FOR THESE JOB CATEGORIES, A LIST OF GRAPHIC ARTS INDUSTRIES IN IOWA WAS DEVELOPED, GRAPHIC ARTS PERSONNEL IN THREE CITIES WERE INTERVIEWED AND, FROM THAT INFORMATION, THE MAJOR INSTRUMENTS USED IN THE STUDY WERE DEVELOPED. THE STUDY INDICATES THAT INCREASED NUMBERS OF PEOPLE SHOULD BE PREPARED FOR PRODUCTION AND MANAGEMENT OPPORTUNITIES IN IOWA GRAPHIC ARTS INDUSTRIES IN THE NEXT FEW YEARS WITH EMPHASIS IN THE AREA OF OFFSET-LITHOGRAPHY IN ORDER TO MEET THE EMPLOYMENT REQUIREMENTS FOR THE LARGE NUMBER OF SMALL IOWA GRAPHIC ARTS INDUSTRIES. (LJ)**

VT 102 567

PAUL, KRISHAN K.

A MANUAL FOR CONDUCTING FOLLOW-UP SURVEYS OF FORMER VOCATIONAL STUDENTS. RESEARCH AND DEVELOPMENT SERIES NO. 106.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER NO. RD106, \$4.50 EA.)

PUB DATE - 75 70P.; RELATED DOCUMENT VT 102 560 IN THIS ISSUE.

**DESCRIPTORS - \*RESEARCH TOOLS;  
\*MANUALS; \*VOCATIONAL EDUCATION;**

**\*PROGRAM EFFECTIVENESS; DATA COLLECTION; DATA ANALYSIS;  
\*VOCATIONAL FOLLOWUP; PROGRAM EVALUATION**

**ABSTRACT - THE FOLLOWUP PROCEDURES PRESENTED IN THIS MANUAL ARE DESIGNED TO FACILITATE THE COLLECTION, ANALYSIS, AND REPORTING OF INFORMATION ON THE POSTSCHOOLING EXPERIENCES OF GRADUATES AND DROPOUTS FROM VOCATIONAL PROGRAMS. PROCEDURES TO COLLECT DATA ARE DESCRIBED WITH SUGGESTIONS FOR SEQUENCING THE FOLLOWING STEPS: IDENTIFICATION OF POPULATION, FILE PREPARATION, PRE-ORIENTATION OF POPULATION, MAILING, AND DATA ANALYSIS. A SAMPLE DATA COLLECTION INSTRUMENT, DEVELOPED AND TESTED IN KENTUCKY IN THE COURSE OF THE PROJECT, IS INCLUDED. ALSO DESCRIBED ARE THE FOLLOWING PROCEDURES THAT RELATED TO THE DEVELOPMENT PHASE OF FOLLOWUP ACTIVITIES CARRIED OUT IN KENTUCKY: DEVELOPMENT OF THE INSTRUMENT, DATA COLLECTION, AND DEVELOPMENT OF A SOFTWARE PACKAGE FOR PROCESSING AND ANALYZING THE DATA. TABLES GENERATED DURING THE DEVELOPMENT PHASE ARE EXPLAINED WITH EXAMPLES DISPLAYED. INCLUDED IN THE REPORT ARE THE FOLLOWING PROJECT-DEVELOPED PRODUCTS: FILE PREPARATION, INITIAL FOLLOWUP SURVEY, BASIC FOLLOWUP INSTRUMENT, FORMAT USED FOR MONITORING FOLLOWUP RETURNS, PRELETTER, FOLLOWUP LETTER, AND SURVEY OF RESPONDENTS TO FOLLOWUP QUESTIONNAIRE. (NJ)**

VT 102 568

MILLER, LARRY E.

ORGANIZING AND USING AN ADVISORY COUNCIL.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. AGRICULTURAL EDUCATION PROGRAM.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. AGRICULTURAL EDUCATION SERVICE.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4. PUB DATE - 75 45P.

**DESCRIPTORS - \*ADVISORY COMMITTEES;**

**\*AGRICULTURAL EDUCATION; \*COMMUNITY INVOLVEMENT**

**ABSTRACT -** BASED ON THE BOOK "ORGANIZING AND USING AN ADVISORY COUNCIL" BY CLAUDE E. RICHARD (JANUARY 1965) THIS PUBLICATION EXPLAINS THE FUNCTIONS OF ADVISORY COUNCILS AS RELATED TO LOCAL DEPARTMENTS OF AGRICULTURAL EDUCATION. THE PRIMARY PURPOSE OF AN ADVISORY COUNCIL IS TO ASSIST AND ADVISE TEACHERS AND ADMINISTRATORS IN PLANNING, ORGANIZING, AND CONDUCTING AN INSTRUCTIONAL PROGRAM IN AGRICULTURAL EDUCATION THAT WILL EFFECTIVELY MEET THE EDUCATIONAL NEEDS OF THE PEOPLE IN THE COMMUNITY. METHODS OF PLANNING, SELECTING, ORGANIZING, AND STARTING AN ADVISORY COUNCIL ARE SUGGESTED AS WELL AS ACTIVITIES FOR THE COUNCIL AND WAYS TO MAINTAIN IT. REFERENCES ON ADVISORY COUNCILS ARE PROVIDED AND SAMPLES OF A CONSTITUTION AND BY-LAWS FOR AN AGRICULTURAL ADVISORY COUNCIL, AN INFORMATION SHEET FOR A NEW COUNCIL MEMBER, AND AN OUTLINE FOR A HANDBOOK FOR COMMITTEE MEMBERS ARE APPENDED. (LJ)

**VT 102 569**

**AUGUSTA INTERIM MANPOWER PROJECTIONS. INDUSTRIES AND OCCUPATIONS. 1970-1980 WITH INTERPOLATED PROJECTIONS FOR 1975 AND 1976.**

**GEORGIA STATE DEPT. OF LABOR, ATLANTA. EMPLOYMENT SECURITY AGENCY.; MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.; BUREAU OF LABOR STATISTICS (DOL), WASHINGTON, D.C.**

**MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. , NO. .  
PUB DATE - ND 95P.**

**DESCRIPTORS - \*EMPLOYMENT PROJECTIONS; \*EMPLOYMENT STATISTICS; \*OCCUPATIONAL SURVEYS; INDUSTRY; LABOR FORCE; \*EMPLOYMENT TRENDS; \*MANPOWER NEEDS; METROPOLITAN AREAS; TABLES (DATA) IDENTIFIERS - \*ATLANTA STANDARD METROPOLITAN STATISTICAL AREA**

**ABSTRACT -** INTERIM MANPOWER PROJECTIONS FOR THE ATLANTA, GEORGIA, STANDARD METROPOLITAN STATISTICAL AREA ARE PRESENTED IN THIS REPORT IN NARRATIVE AND TABULAR FORM TO SHOW TOTAL EMPLOYMENT BY INDUSTRY, TOTAL EMPLOYMENT BY OCCUPATION, AND AVERAGE ANNUAL JOB OPENINGS. DATA WERE DERIVED FROM THE 1970 CENSUS OCCUPATIONAL EMPLOYMENT FIGURES PROJECTED TO 1980. ESTIMATES OF EMPLOYMENT IN 1975 AND 1976 WERE OBTAINED BY LINEAR INTERPOLATION OF THE 1970 AND 1980 DATA. IN ADDITION TO THE 17 TABLES AND OTHER INFORMATION IN THE BODY OF THE REPORT, THE APPENDIX CONTAINS DETAILED DATA TABLES DISPLAYING TOTAL EMPLOYMENT BY INDUSTRY, 1970 AND PROJECTED 1980; INDUSTRY EMPLOYMENT INTERPOLATED TO 1975 AND CHANGE TO 1976 AND 1980; 1970 EMPLOYMENT AND PROJECTED 1980 REQUIREMENTS BY OCCUPATIONS; OCCUPATIONAL EMPLOYMENT INTERPOLATED TO 1975 AND CHANGE TO 1976 AND 1980; AND 1976 EMPLOYMENT AND JOB OPENINGS BY OCCUPATION. (AUTHOR/MF)

**VT 102 570**

**APPLIED RESEARCH PROJECTS SUPPORTED IN FY 1975 UNDER SECTION 131(A) OF PART C OF THE VOCATIONAL EDUCATION AMENDMENTS OF 1968.**

**BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.**

**MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.  
PUB DATE - ND 166P.**

**DESCRIPTORS - \*ABSTRACTS; ANNUAL REPORTS; \*RESEARCH PROJECTS; \*VOCATIONAL EDUCATION; \*EDUCATIONAL RESEARCH; FEDERAL LEGISLATION; FEDERAL AID; STATE PROGRAMS**

**ABSTRACT -** AN ACCOUNT OF HOW THE U.S. OFFICE OF EDUCATION'S DISCRETIONARY VOCATIONAL EDUCATION RESEARCH PROGRAM FOR FISCAL YEAR 1975 WAS PLANNED AND IMPLEMENTED UNDER THE ADMINISTRATION OF THE



BUREAU OF OCCUPATIONAL AND ADULT EDUCATION IS PRESENTED IN THIS REPORT. THE FISCAL YEAR 1975 APPROPRIATION OF NINE MILLION DOLLARS WAS AWARDED TO 95 PROJECTS IN THE 50 STATES, FIVE TERRITORIES, AND THE DISTRICT OF COLUMBIA. THE REPORT CONTAINS INFORMATION ABOUT THE LEGISLATIVE AND REGULATORY FRAME OF SECTION 131(A), PART C OF THE VOCATIONAL EDUCATION AMENDMENTS OF 1968; THE DETERMINATION OF RESEARCH PRIORITIES AND IMPLEMENTATION OF THE FISCAL YEAR 1975 PROGRAM; AND OF APPLICATIONS RECEIVED AND SELECTED FOR FUNDING BY STATE AND BY TYPE OF INSTITUTION. THE BULK OF THE REPORT CONSISTS OF SYNTHESIS PAPERS AND ABSTRACTS OF FUNDED PROJECTS IN THE FOLLOWING AREAS: ADMINISTRATION OF VOCATIONAL EDUCATION AT THE STATE LEVEL AND AT THE LOCAL LEVEL; COMPREHENSIVE SYSTEMS OF GUIDANCE, COUNSELING, PLACEMENT, AND FOLLOW-THROUGH SERVICES; ADMINISTRATION OF VOCATIONAL EDUCATION FOR THE DISADVANTAGED, HANDICAPPED, AND MINORITIES; CURRICULUM, DEMONSTRATION, AND INSTALLATION STUDIES; AND SPECIAL PROJECTS OF NATIONAL SIGNIFICANCE. (AUTHOR/MF)

#### VT 102 571

MCCRACKEN, J. DAVID; YODER, EDGAR P.  
DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. FINAL REPORT.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

OEG-0-74-1716

PUB DATE - SEP75 13P.; RELATED DOCUMENTS VT 102 571 THROUGH VT 102 600 IN THIS ISSUE.

DESCRIPTORS - \*OCCUPATIONAL INFORMATION; \*AGRICULTURAL OCCUPATIONS; AGRICULTURAL EDUCATION; \*TASK ANALYSIS; \*OCCUPATIONAL SURVEYS; \*PROGRAM

DESCRIPTIONS; CURRICULUM DEVELOPMENT; AGRICULTURAL PRODUCTION; AGRIBUSINESS; AGRICULTURAL ENGINEERING; HORTICULTURE; AGRICULTURAL SKILLS IDENTIFIERS - OHIO

ABSTRACT - THIS FINAL REPORT PRESENTS THE PROCEDURES, RESULTS, AND CONCLUSIONS OF A PROJECT CONDUCTED TO DETERMINE A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS. TWENTY-EIGHT REPRESENTATIVE OCCUPATIONS IN AGRICULTURE WERE SELECTED BY THE STATE ADVISORY COMMITTEE FOR THE PURPOSES OF DEVELOPING: (1) AN INITIAL INVENTORY OF TASKS PERFORMED BY WORKERS IN THESE OCCUPATIONS; (2) AN OCCUPATIONAL SURVEY REPORT OF TASKS PERFORMED IN THESE OCCUPATIONS; (3) TASKS COMMON TO ALL OCCUPATIONAL AREAS; AND (4) RECOMMENDATIONS FOR USE OF THE COMMON TASKS TO IMPROVE EDUCATIONAL PROGRAMS. THESE 28 OCCUPATIONS ARE ANALYZED IN SEPARATE APPENDIXES, VT 102 573 THROUGH VT 102 600 IN THIS ISSUE. A COMMON CORE OF BASIC SKILLS WAS ESTABLISHED WITHIN EACH OF FOUR TAXONOMY AREAS: AGRICULTURAL PRODUCTION; AGRICULTURAL BUSINESS, SUPPLY AND SERVICE; AGRICULTURAL MECHANICS; AND HORTICULTURE. HOWEVER, THE DATA FROM THIS STUDY DID NOT SUPPORT THE ESTABLISHMENT OF A COMMON CORE OF BASIC SKILLS ACROSS ALL AGRICULTURAL OCCUPATIONS. (AUTHOR/KJ)

#### VT 102 572

YODER, EDGAR P.; MCCRACKEN, J. DAVID

TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE WITHIN EACH OF FOUR OCCUPATIONAL AREAS IN AGRICULTURE. 8  
DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. FINAL REPORT.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE



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OEG-0-74-1716  
PUB DATE - 75 76P.; RELATED  
DOCUMENTS VT 102 571 THROUGH VT 102  
600 IN THIS ISSUE.

DESCRIPTORS - \*OCCUPATIONAL  
INFORMATION; \*AGRICULTURAL  
OCCUPATIONS; AGRICULTURAL  
ENGINEERING; AGRICULTURAL  
EDUCATION; \*TASK ANALYSIS;  
\*OCCUPATIONAL SURVEYS; CURRICULUM  
DEVELOPMENT; AGRICULTURAL  
PRODUCTION; AGRIBUSINESS;  
HORTICULTURE; AGRICULTURAL SKILLS;  
\*DATA ANALYSIS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS PART OF THE  
REPORT DESCRIBING THE DETERMINATION  
OF A COMMON CORE OF BASIC SKILLS IN  
AGRICULTURAL OCCUPATIONS, THIS  
DOCUMENT PRESENTS THE TASKS COMMON  
TO THE FOUR TAXONOMY AREAS OF  
AGRICULTURAL PRODUCTION;  
AGRICULTURAL BUSINESS, SUPPLY AND  
SERVICE; AGRICULTURAL MECHANICS;  
AND HORTICULTURE. THE PROCEDURES  
USED IN DEFINING THESE FOUR AREAS  
AND THE METHODOLOGY IN DEVELOPING  
TASK INVENTORY SURVEYS IS  
DESCRIBED. ALTHOUGH 28 OCCUPATIONAL  
AREAS WERE SURVEYED, ONLY 20 ARE  
ANALYZED WITHIN THE COMMON TASKS  
FRAMEWORK. THE SAMPLE FOR EACH  
TAXONOMY IS DESCRIBED AND METHODS  
OF DATA ANALYSIS PRESENTED.  
TABULATED DATA FOR THE COMMON CORE  
OF TASKS IN EACH TAXONOMY IS  
PRESENTED. CONCLUSIONS INDICATE  
THAT TOO FEW OCCUPATIONS WERE  
EXAMINED IN NATURAL RESOURCES,  
FORESTRY, AND FOOD PROCESSING TO  
DEVELOP A COMMON CORE OF TASKS.  
FURTHER, COMMONALITY AND IMPORTANCE  
RATINGS WERE NOT ALWAYS DIRECTLY  
RELATED FOR ANY OF THE OCCUPATIONS.  
RECOMMENDATIONS FOR CURRICULUM  
DEVELOPMENT SUGGEST THAT ESSENTIAL  
TASKS BE INCORPORATED IN THE  
DEVELOPMENT OF OCCUPATIONAL  
PROFILES, THE COMMON CORE OF TASKS  
BE UTILIZED IN PROGRAM DEVELOPMENT,  
AND VOCATIONAL AGRICULTURAL  
INSTRUCTION BE ORGANIZED BY  
TAXONOMY. (KJ)

VT 102 573

BYRD, J. RICK; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS  
ESSENTIAL TO SUCCESSFUL PERFORMANCE  
AS A DAIRY FARMER. DETERMINATION OF  
A COMMON CORE OF BASIC SKILLS FOR  
AGRIBUSINESS AND NATIONAL  
RESOURCES. APPENDIX I.

OHIO STATE UNIV., COLUMBUS. DEPT.  
OF AGRICULTURAL EDUCATION.; OHIO  
STATE UNIV., COLUMBUS. RESEARCH  
FOUNDATION.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE  
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OEG-0-74-1716

PUB DATE - 75 27P.; RELATED  
DOCUMENTS VT 102 571 THROUGH VT 102  
600 IN THIS ISSUE.

DESCRIPTORS - \*AGRICULTURAL  
OCCUPATIONS; \*OCCUPATIONAL SURVEYS;  
OCCUPATIONAL INFORMATION; \*TASK  
ANALYSIS; AGRICULTURAL EDUCATION;  
CURRICULUM DEVELOPMENT;  
\*AGRICULTURAL PRODUCTION;  
\*DAIRYMEN; STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
THE DETERMINATION OF A COMMON CORE  
OF BASIC SKILLS IN AGRICULTURAL  
OCCUPATIONS, THIS DOCUMENT PRESENTS  
THE DAIRY FARMER INVENTORY SURVEY.  
THE SURVEY DEVELOPMENT PROCESS  
BEGAN WITH A DEFINITION OF DAIRY  
FARMING AND AN IDENTIFICATION OF  
DUTY AND TASK STATEMENTS DEVELOPED  
FROM EXISTING TASK LISTS, JOB  
DESCRIPTIONS, CURRICULUM GUIDES,  
AND REFERENCE PUBLICATIONS. SIX  
DAIRY FARMERS REVIEWED THE TASK  
INVENTORY FOR ACCURACY AND  
REVISIONS WERE BASED UPON THEIR  
SUGGESTIONS. THE INVENTORY SURVEY  
WAS THEN ADMINISTERED TO FARMERS  
FROM ALL AREAS OF THE STATE OF OHIO  
WITH VARIOUS SIZE DAIRY OPERATIONS.  
SURVEY RESPONDENTS RATED THE  
SPECIFIC TASKS USING THE FOLLOWING  
SCALE: THREE, TASK IS ESSENTIAL;  
TWO, TASK IS USEFUL; ONE, TASK IS  
NOT IMPORTANT. DATA WERE ANALYZED,  
AND A 2.0 LEVEL OF IMPORTANCE WAS  
ESTABLISHED FOR EACH TASK. BASED  
UPON THIS LEVEL OF IMPORTANCE AND A

64.9 PERCENT RATE OF RETURN, A LIST OF 16 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 574

BYRD, J. RICK; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A SWINE FARMER. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX II.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

OEG-0-74-1716

PUB DATE - 75 26P.; RELATED DOCUMENTS VT 102 571 THROUGH VT 102 600 IN THIS ISSUE.

DESCRIPTORS - \*AGRICULTURAL OCCUPATIONS; \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; \*AGRICULTURAL PRODUCTION; \*LIVESTOCK; STATE SURVEYS  
IDENTIFIERS - \*SWINE FARMERS; OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE SWINE FARMER INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF SWINE FARMING AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. TEN SWINE FARMERS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO FARMERS FROM ALL AREAS OF THE STATE OF OHIO WITH VARIOUS SIZE SWINE OPERATIONS.

SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 46.7 PERCENT RATE OF RETURN, A LIST OF 14 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 575

BYRD, J. RICK; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A BEEF FARMER. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX III.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 4.

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PUB DATE - 75 26P.; RELATED DOCUMENTS VT 102 571 THROUGH VT 102 600 IN THIS ISSUE.

DESCRIPTORS - \*AGRICULTURAL OCCUPATIONS; \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; \*AGRICULTURAL PRODUCTION; \*LIVESTOCK; STATE SURVEYS  
IDENTIFIERS - \*BEEF FARMERS; OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE BEEF FARMER INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF BEEF FARMING AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES,

AND REFERENCE PUBLICATIONS. FOURTEEN BEEF FARMERS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO FARMERS FROM ALL AREAS OF THE STATE OF OHIO WITH VARIOUS SIZE BEEF OPERATIONS. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 45.4 PERCENT RATE OF RETURN, A LIST OF 14 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 576

BYRD, J. RICK; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A HORSE FARM HAND. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX IV.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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DESCRIPTORS - \*AGRICULTURAL OCCUPATIONS; \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; AGRICULTURAL PRODUCTION; STATE SURVEYS; \*HORSES; \*AGRICULTURAL LABORERS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE

OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE HORSE FARM HAND INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF THE HORSE FARM HAND OCCUPATIONAL AREA AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. TWELVE CONSULTANTS, WHO WERE EITHER HORSE FARM OWNERS OR STABLE MANAGERS, REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE MADE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO HORSE FARM HANDS AND THEIR EMPLOYERS IN VARIOUS HORSE ESTABLISHMENTS ACROSS OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL, TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 42.6 PERCENT RATE OF RETURN, A LIST OF 18 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 577

BYRD, J. RICK; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A GRAIN FARMER. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX V.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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OCCUPATIONAL INFORMATION; \*TASK  
ANALYSIS; AGRICULTURAL EDUCATION;  
CURRICULUM DEVELOPMENT;  
AGRICULTURAL PRODUCTION; \*FIELD  
CROPS; \*GRAINS (FOOD); STATE  
SURVEYS  
IDENTIFIERS - \*GRAIN FARMERS; OHIO

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
THE DETERMINATION OF A COMMON CORE  
OF BASIC SKILLS IN AGRICULTURAL  
OCCUPATIONS, THIS DOCUMENT PRESENTS  
THE GRAIN FARMER INVENTORY SURVEY.  
THE SURVEY DEVELOPMENT PROCESS  
BEGAN WITH A DEFINITION OF GRAIN  
FARMING AND AN IDENTIFICATION OF  
DUTY AND TASK STATEMENTS DEVELOPED  
FROM EXISTING TASK LISTS, JOB  
DESCRIPTIONS, CURRICULUM GUIDES,  
AND REFERENCE PUBLICATIONS.  
THIRTEEN GRAIN FARMERS REVIEWED THE  
TASK INVENTORY FOR ACCURACY AND  
REVISIONS WERE BASED UPON THEIR  
SUGGESTIONS. THE INVENTORY SURVEY  
WAS THEN ADMINISTERED TO FARMERS  
FROM ALL AREAS OF THE STATE OF OHIO  
WITH VARIOUS SIZE GRAIN OPERATIONS.  
SURVEY RESPONDENTS RATED THE  
SPECIFIC TASKS USING THE FOLLOWING  
SCALE: THREE, TASK IS ESSENTIAL;  
TWO, TASK IS USEFUL; ONE, TASK IS  
NOT IMPORTANT. DATA WERE ANALYZED,  
AND A 2.0 LEVEL OF IMPORTANCE WAS  
ESTABLISHED FOR EACH TASK. BASED  
UPON THIS LEVEL OF IMPORTANCE AND A  
50.6 PERCENT RATE OF RETURN, A LIST  
OF 15 TASK STATEMENTS WAS  
DEVELOPED. THE TABULATED DATA FOR  
THE PERCENTAGE PERFORMANCE AND  
LEVEL OF IMPORTANCE RATINGS OF  
SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 578

BYRD, J. RICK; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS  
ESSENTIAL TO SUCCESSFUL PERFORMANCE  
AS A FORAGE PRODUCER. DETERMINATION  
OF A COMMON CORE OF BASIC SKILLS  
FOR AGRIBUSINESS AND NATURAL  
RESOURCES. APPENDIX VI.

OHIO STATE UNIV., COLUMBUS. DEPT.  
OF AGRICULTURAL EDUCATION.; OHIO  
STATE UNIV., COLUMBUS. RESEARCH  
FOUNDATION.  
OFFICE OF EDUCATION (DHEW),

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OCCUPATIONS; \*OCCUPATIONAL SURVEYS;  
OCCUPATIONAL INFORMATION; \*TASK  
ANALYSIS; AGRICULTURAL EDUCATION;  
CURRICULUM DEVELOPMENT;  
AGRICULTURAL PRODUCTION; \*FIELD  
CROPS; \*FEED STORES; STATE SURVEYS  
IDENTIFIERS - \*FORAGE PRODUCERS;  
OHIO

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
THE DETERMINATION OF A COMMON CORE  
OF BASIC SKILLS IN AGRICULTURAL  
OCCUPATIONS, THIS DOCUMENT PRESENTS  
THE FORAGE PRODUCER INVENTORY  
SURVEY. THE SURVEY DEVELOPMENT  
PROCESS BEGAN WITH A DEFINITION OF  
FORAGE PRODUCTION AND AN  
IDENTIFICATION OF DUTY AND TASK  
STATEMENTS DEVELOPED FROM EXISTING  
TASK LISTS, JOB DESCRIPTIONS,  
CURRICULUM GUIDES, AND REFERENCE  
PUBLICATIONS. TEN FARMERS REVIEWED  
THE TASK INVENTORY FOR ACCURACY AND  
REVISIONS WERE BASED UPON THEIR  
SUGGESTIONS. THE INVENTORY SURVEY  
WAS THEN ADMINISTERED TO FARMERS  
FROM ALL AREAS OF THE STATE OF OHIO  
WITH VARIOUS SIZE FORAGE  
ENTERPRISES. SURVEY RESPONDENTS  
RATED THE SPECIFIC TASKS USING THE  
FOLLOWING SCALE: THREE, TASK IS  
ESSENTIAL; TWO, TASK IS USEFUL;  
ONE, TASK IS NOT IMPORTANT. DATA  
WERE ANALYZED, AND A 2.0 LEVEL OF  
IMPORTANCE WAS ESTABLISHED FOR EACH  
TASK. BASED UPON THIS LEVEL OF  
IMPORTANCE AND A 32.2 PERCENT RATE  
OF RETURN, A LIST OF 13 TASK  
STATEMENTS WAS DEVELOPED. THE  
TABULATED DATA FOR THE PERCENTAGE  
PERFORMANCE AND LEVEL OF IMPORTANCE  
RATINGS OF SPECIFIC TASKS ARE  
INCLUDED. (KJ)

VT 102 579

BYRD, J. RICK; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS  
ESSENTIAL TO SUCCESSFUL PERFORMANCE



AS A COMMERCIAL VEGETABLE PRODUCER. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX VII.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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DESCRIPTORS - \*AGRICULTURAL OCCUPATIONS; \*OCCUPATIONAL SURVEYS; \*OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; \*AGRICULTURAL PRODUCTION; STATE SURVEYS  
IDENTIFIERS - \*TRUCK FARMERS; OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE COMMERCIAL VEGETABLE PRODUCER INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF COMMERCIAL VEGETABLE PRODUCTION AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. TWELVE COMMERCIAL VEGETABLE PRODUCERS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO COMMERCIAL VEGETABLE PRODUCERS FROM ALL AREAS OF THE STATE OF OHIO WITH VARIOUS SIZES AND TYPES OF VEGETABLE PRODUCTION OPERATIONS. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED

UPON THIS LEVEL OF IMPORTANCE AND A 51.2 PERCENT RATE OF RETURN, A LIST OF 14 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 580

BYRD, J. RICK; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A FARMER MANAGER (OWNER-OPERATOR). DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX VIII.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE FARM MANAGER (OWNER-OPERATOR) INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF FARM MANAGERS (OWNER-OPERATORS) AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. FOUR CONSULTANTS, WHO WERE EITHER FARMERS OR VOCATIONAL AGRICULTURE TEACHERS, REVIEWED THE TASK INVENTORY FOR ACCURACY AND



REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO FARM MANAGERS FROM ALL AREAS OF THE STATE OF OHIO WITH VARIOUS SIZES AND TYPES OF OPERATIONS. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 48.9 PERCENT RATE OF RETURN, A LIST OF 16 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 581

MILLER, DANIEL R.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A FEED SALESMAN. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX IX.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

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WASHINGTON, D.C.

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OCCUPATIONS; \*OCCUPATIONAL SURVEYS;  
OCCUPATIONAL INFORMATION; \*TASK  
ANALYSIS; AGRICULTURAL EDUCATION;  
CURRICULUM DEVELOPMENT;  
AGRIBUSINESS; \*FEED INDUSTRY;  
\*SALES WORKERS; STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
THE DETERMINATION OF A COMMON CORE  
OF BASIC SKILLS IN AGRICULTURAL  
OCCUPATIONS, THIS DOCUMENT PRESENTS  
THE FEED SALESMAN INVENTORY SURVEY.

THE SURVEY DEVELOPMENT PROCESS  
BEGAN WITH A DEFINITION OF THE FEED  
SALES WORK AND AN IDENTIFICATION OF  
DUTY AND TASK STATEMENTS DEVELOPED  
FROM EXISTING TASK LISTS, JOB  
DESCRIPTIONS, CURRICULUM GUIDES,  
AND REFERENCE PUBLICATIONS. TEN  
FEED SALESMEN REVIEWED THE TASK  
INVENTORY FOR ACCURACY AND  
REVISIONS WERE BASED UPON THEIR  
SUGGESTIONS. THE INVENTORY SURVEY  
WAS THEN ADMINISTERED TO SALESMEN  
FROM ALL AREAS OF THE STATE OF OHIO  
IN VARIOUS SIZES AND TYPES OF FEED  
BUSINESSES. SURVEY RESPONDENTS  
RATED THE SPECIFIC TASKS USING THE  
FOLLOWING SCALE: THREE, TASK IS  
ESSENTIAL; TWO, TASK IS USEFUL;  
ONE, TASK IS NOT IMPORTANT. DATA  
WERE ANALYZED, AND A 2.0 LEVEL OF  
IMPORTANCE WAS ESTABLISHED FOR EACH  
TASK. BASED UPON THIS LEVEL OF  
IMPORTANCE AND A 60 PERCENT RATE OF  
RETURN, A LIST OF EIGHT TASK  
STATEMENTS WAS DEVELOPED. THE  
TABULATED DATA FOR THE PERCENTAGE  
PERFORMANCE AND LEVEL OF IMPORTANCE  
RATINGS OF SPECIFIC TASKS ARE  
INCLUDED. (KJ)

#### VT 102 582

MILLER, DANIEL R.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS  
ESSENTIAL TO SUCCESSFUL PERFORMANCE  
AS A FEED MILL WORKER.  
DETERMINATION OF A COMMON CORE OF  
BASIC SKILLS FOR AGRIBUSINESS AND  
NATURAL RESOURCES. APPENDIX X.

OHIO STATE UNIV., COLUMBUS. DEPT.  
OF AGRICULTURAL EDUCATION.; OHIO  
STATE UNIV., COLUMBUS. RESEARCH  
FOUNDATION.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

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DESCRIPTORS - \*AGRICULTURAL SUPPLY  
OCCUPATIONS; \*OCCUPATIONAL SURVEYS;  
OCCUPATIONAL INFORMATION; \*TASK  
ANALYSIS; AGRICULTURAL EDUCATION;  
CURRICULUM DEVELOPMENT;  
AGRIBUSINESS; \*FEED INDUSTRY; \*CROP

PROCESSING OCCUPATIONS; STATE  
SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE FEED MILL WORKER INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF FEED MILL WORK AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. TEN CONSULTANTS, WHO WERE EMPLOYED IN RETAIL FEED MILLS OR COUNTRY ELEVATORS, REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO FEED MILL WORKERS EMPLOYED IN VARIOUS SIZES AND TYPES OF FEED BUSINESSES THROUGHOUT OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 56 PERCENT RATE OF RETURN, A LIST OF 15 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 583

MILLER, DANIEL R.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A BULK FERTILIZER PLANT WORKER. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XI.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.  
OFFICE OF EDUCATION (DHEW),  
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IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE BULK FERTILIZER PLANT WORKER INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF BULK FERTILIZER PLANT WORK AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. TEN FERTILIZER PLANT WORKERS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO BULK FERTILIZER PLANT WORKERS IN VARIOUS SIZES AND TYPES OF FERTILIZER BUSINESSES THROUGHOUT OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 44 PERCENT RATE OF RETURN, A LIST OF 11 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 584

MILLER, DANIEL R.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A CHEMICAL APPLICATOR.

DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XII.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
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DESCRIPTORS - \*AGRICULTURAL; CHEMICAL OCCUPATIONS; \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; \*AGRIBUSINESS; \*SERVICE WORKERS; STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE CHEMICAL APPLICATOR INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF CHEMICAL APPLICATION WORK AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. TEN CONSULTANTS EMPLOYED IN FIRMS THAT APPLIED AGRICULTURAL CHEMICALS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO CHEMICAL APPLICATORS IN VARIOUS SIZES AND TYPES OF BUSINESSES THROUGHOUT OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 66.7 PERCENT RATE OF RETURN, A LIST OF 15 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND

LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 585  
COOKE, FRED C.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS AN ANIMAL HEALTH ASSISTANT. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XIII.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
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DESCRIPTORS - \*OFF FARM AGRICULTURAL OCCUPATIONS; \*VETERINARY ASSISTANTS; \*OCCUPATIONAL SURVEYS; \*TASK ANALYSIS; OCCUPATIONAL INFORMATION; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE ANIMAL HEALTH ASSISTANT INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF ANIMAL HEALTH ASSISTANCE AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. SEVENTEEN CONSULTANTS CONSISTING OF VETERINARIANS AND INSTRUCTORS IN SMALL ANIMAL CARE PROGRAMS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO ANIMAL HEALTH ASSISTANTS EMPLOYED IN VARIOUS SIZES AND TYPES OF SMALL ANIMAL CARE ESTABLISHMENTS. SURVEY

RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 54 PERCENT RATE OF RETURN, A LIST OF 18 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 586

YODER, EDGAR P; MCCracken, J. DAVID  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS AN AGRICULTURAL-INDUSTRIAL EQUIPMENT MECHANIC. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XIV.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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DESCRIPTORS - \*FARM MECHANICS (OCCUPATION); \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; \*AGRICULTURAL ENGINEERING; STATE SURVEYS; \*AGRICULTURAL MACHINERY OCCUPATIONS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS AN INVENTORY SURVEY FOR AGRICULTURAL-INDUSTRIAL EQUIPMENT MECHANICS. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF AGRICULTURAL-INDUSTRIAL EQUIPMENT

MECHANICS AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. TWELVE CONSULTANTS EMPLOYED BY EQUIPMENT DEALERS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO MECHANICS EMPLOYED IN VARIOUS SIZES AND TYPES OF EQUIPMENT DEALERSHIPS THROUGHOUT OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 44.3 PERCENT RATE OF RETURN, A LIST OF 24 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 587

YODER, EDGAR P.; MCCracken, J. DAVID

AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS AN AGRICULTURAL-INDUSTRIAL EQUIPMENT SET-UP AND DELIVERY MAN. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XV.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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DESCRIPTORS - \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; \*ASSEMBLY (MANUFACTURING); \*AGRICULTURAL ENGINEERING;



\*AGRICULTURAL MACHINERY  
OCCUPATIONS; EQUIPMENT; STATE  
SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
THE DETERMINATION OF A COMMON CORE  
OF BASIC SKILLS IN AGRICULTURAL  
OCCUPATIONS, THIS DOCUMENT PRESENTS  
AN INVENTORY SURVEY FOR  
AGRICULTURAL-INDUSTRIAL EQUIPMENT  
SETUP AND DELIVERMEN. THE SURVEY  
DEVELOPMENT PROCESS BEGAN WITH A  
DEFINITION OF SETUP AND DELIVERY  
WORK AND AN IDENTIFICATION OF DUTY  
AND TASK STATEMENTS DEVELOPED FROM  
EXISTING TASK LISTS, JOB  
DESCRIPTIONS, CURRICULUM GUIDES,  
AND REFERENCE PUBLICATIONS. FOUR  
CONSULTANTS EMPLOYED BY  
AGRICULTURAL EQUIPMENT DEALERS  
REVIEWED THE TASK INVENTORY FOR  
ACCURACY AND REVISIONS WERE BASED  
UPON THEIR SUGGESTIONS. THE  
INVENTORY SURVEY WAS THEN  
ADMINISTERED TO SETUP AND  
DELIVERMEN EMPLOYED IN VARIOUS  
SIZES AND TYPES OF EQUIPMENT  
DEALERSHIPS THROUGHOUT OHIO. SURVEY  
RESPONDENTS RATED THE SPECIFIC  
TASKS USING THE FOLLOWING SCALE:  
THREE, TASK IS ESSENTIAL; TWO, TASK  
IS USEFUL; ONE, TASK IS NOT  
IMPORTANT. DATA WERE ANALYZED, AND  
A 2.0 LEVEL OF IMPORTANCE  
ESTABLISHED FOR EACH TASK. BASED  
UPON THIS LEVEL OF IMPORTANCE AND A  
41.4 PERCENT RATE OF RETURN, A LIST  
OF NINE TASK STATEMENTS WAS  
DEVELOPED. THE TABULATED DATA FOR  
THE PERCENTAGE PERFORMANCE AND  
LEVEL OF IMPORTANCE RATINGS OF  
SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 588

YODER, EDGAR P.; MCCracken, J.  
DAVID

AN EMPIRICAL DETERMINATION OF TASKS  
ESSENTIAL TO SUCCESSFUL PERFORMANCE  
AS AN AGRICULTURAL-INDUSTRIAL  
EQUIPMENT DEALERSHIP PARTSMAN.  
DETERMINATION OF A COMMON CORE OF  
BASIC SKILLS FOR AGRIBUSINESS AND  
NATURAL RESOURCES. APPENDIX XVI.

OHIO STATE UNIV., COLUMBUS. DEPT.  
OF AGRICULTURAL EDUCATION.; OHIO

STATE UNIV., COLUMBUS. RESEARCH  
FOUNDATION.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

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DESCRIPTORS - \*OCCUPATIONAL  
SURVEYS; OCCUPATIONAL INFORMATION;  
\*TASK ANALYSIS; AGRICULTURAL  
EDUCATION; CURRICULUM DEVELOPMENT;  
\*EQUIPMENT MAINTENANCE;  
\*AGRICULTURAL SUPPLY OCCUPATIONS;  
\*AGRICULTURAL MACHINERY  
OCCUPATIONS; AGRICULTURAL  
ENGINEERING; STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
THE DETERMINATION OF A COMMON CORE  
OF BASIC SKILLS IN AGRICULTURAL  
OCCUPATIONS, THIS DOCUMENT PRESENTS  
AN INVENTORY SURVEY FOR  
AGRICULTURAL-INDUSTRIAL EQUIPMENT  
PARTSMEN. THE SURVEY DEVELOPMENT  
PROCESS BEGAN WITH A DEFINITION OF  
AGRICULTURAL-INDUSTRIAL EQUIPMENT  
PARTSMEN AND AN IDENTIFICATION OF  
DUTY AND TASK STATEMENTS DEVELOPED  
FROM EXISTING TASK LISTS, JOB  
DESCRIPTIONS, CURRICULUM GUIDES,  
AND REFERENCE PUBLICATIONS. EIGHT  
CONSULTANTS EMPLOYED BY EQUIPMENT  
DEALERS REVIEWED THE TASK INVENTORY  
FOR ACCURACY AND REVISIONS WERE  
BASED UPON THEIR SUGGESTIONS. THE  
INVENTORY SURVEY WAS THEN  
ADMINISTERED TO EQUIPMENT PARTSMEN  
IN VARIOUS SIZES AND TYPES OF  
EQUIPMENT DEALERSHIPS THROUGHOUT  
OHIO. SURVEY RESPONDENTS RATED THE  
SPECIFIC TASKS USING THE FOLLOWING  
SCALE: THREE, TASK IS ESSENTIAL;  
TWO, TASK IS USEFUL; ONE, TASK IS  
NOT IMPORTANT. DATA WERE ANALYZED,  
AND A 2.0 LEVEL OF IMPORTANCE WAS  
ESTABLISHED FOR EACH TASK. BASED  
UPON THIS LEVEL OF IMPORTANCE AND A  
51.4 PERCENT RATE OF RETURN, A LIST  
OF 13 TASK STATEMENTS WAS  
DEVELOPED. THE TABULATED DATA FOR  
THE PERCENTAGE PERFORMANCE AND  
LEVEL OF IMPORTANCE RATINGS OF

SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 589

WADDY, PAUL H.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS  
ESSENTIAL TO SUCCESSFUL PERFORMANCE  
AS A TREE SERVICE WORKER.  
DETERMINATION OF A COMMON CORE OF  
BASIC SKILLS FOR AGRIBUSINESS AND  
NATURAL RESOURCES. APPENDIX XVII.

OHIO STATE UNIV., COLUMBUS. DEPT.  
OF AGRICULTURAL EDUCATION.; OHIO  
STATE UNIV., COLUMBUS. RESEARCH  
FOUNDATION.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

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DESCRIPTORS - \*OFF FARM  
AGRICULTURAL OCCUPATIONS;  
\*HORTICULTURE; \*TREES; \*TASK  
ANALYSIS; \*OCCUPATIONAL SURVEYS;  
OCCUPATIONAL INFORMATION;  
AGRICULTURAL EDUCATION; CURRICULUM  
DEVELOPMENT; STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
THE DETERMINATION OF A COMMON CORE  
OF BASIC SKILLS IN AGRICULTURAL  
OCCUPATIONS, THIS DOCUMENT PRESENTS  
AN INVENTORY SURVEY FOR TREE  
SERVICE WORKERS. THE SURVEY  
DEVELOPMENT PROCESS BEGAN WITH A  
DEFINITION OF TREE SERVICE WORKERS  
AND AN IDENTIFICATION OF DUTY AND  
TASK STATEMENTS DEVELOPED FROM  
EXISTING TASK LISTS, JOB  
DESCRIPTIONS, CURRICULUM GUIDES,  
AND REFERENCE PUBLICATIONS. SIX  
CONSULTANTS EMPLOYED BY TREE  
SERVICE FIRMS REVIEWED THE TASK  
INVENTORY FOR ACCURACY AND  
REVISIONS WERE BASED UPON THEIR  
SUGGESTIONS. THE INVENTORY SURVEY  
WAS THEN ADMINISTERED TO TREE  
SERVICE WORKERS IN VARIOUS SIZES  
AND TYPES OF BUSINESSES THROUGHOUT  
OHIO. SURVEY RESPONDENTS RATED THE  
SPECIFIC TASKS USING THE FOLLOWING  
SCALE: THREE, TASK IS ESSENTIAL;

TWO, TASK IS USEFUL; ONE, TASK IS  
NOT IMPORTANT. DATA WERE ANALYZED,  
AND A 2.0 LEVEL OF IMPORTANCE WAS  
ESTABLISHED FOR EACH TASK. BASED  
UPON THIS LEVEL OF IMPORTANCE AND A  
32.7 PERCENT RATE OF RETURN, A LIST  
OF 12 TASK STATEMENTS WAS  
DEVELOPED. THE TABULATED DATA FOR  
THE PERCENTAGE PERFORMANCE AND  
LEVEL OF IMPORTANCE RATINGS OF  
SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 590

MILLER, DANIEL R.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS  
ESSENTIAL TO SUCCESSFUL PERFORMANCE  
AS A FLORAL DESIGNER. DETERMINATION  
OF A COMMON CORE OF BASIC SKILLS  
FOR AGRIBUSINESS AND NATURAL  
RESOURCES. APPENDIX XVIII.

OHIO STATE UNIV., COLUMBUS. DEPT.  
OF AGRICULTURAL EDUCATION.; OHIO  
STATE UNIV., COLUMBUS. RESEARCH  
FOUNDATION.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

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DESCRIPTORS - \*ORNAMENTAL  
HORTICULTURE OCCUPATION;  
\*FLORICULTURE; \*OCCUPATIONAL  
SURVEYS; OCCUPATIONAL INFORMATION;  
\*TASK ANALYSIS; AGRICULTURAL  
EDUCATION; CURRICULUM DEVELOPMENT;  
STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
THE DETERMINATION OF A COMMON CORE  
OF BASIC SKILLS IN AGRICULTURAL  
OCCUPATIONS, THIS DOCUMENT PRESENTS  
THE FLORAL DESIGNER INVENTORY  
SURVEY. THE SURVEY DEVELOPMENT  
PROCESS BEGAN WITH A DEFINITION OF  
FLORAL DESIGNING AND AN  
IDENTIFICATION OF DUTY AND TASK  
STATEMENTS DEVELOPED FROM EXISTING  
TASK LISTS, JOB DESCRIPTIONS,  
CURRICULUM GUIDES, AND REFERENCE  
PUBLICATIONS. TEN CONSULTANTS  
EMPLOYED IN FLOWER SHOPS REVIEWED

THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO FLORAL DESIGNERS EMPLOYED IN VARIOUS SIZE SHOPS THROUGHOUT OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 68 PERCENT RATE OF RETURN, A LIST OF 14 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 591

WADDY, PAUL H.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A GREENHOUSE WORKER.  
DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XIX.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
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PUB DATE - 75 27P.; RELATED DOCUMENTS VT 102 571 THROUGH VT 102 600 IN THIS ISSUE.

DESCRIPTORS - \*GREENHOUSES;  
\*NURSERY WORKERS (HORTICULTURE);  
\*ORNAMENTAL HORTICULTURE  
OCCUPATION; \*OCCUPATIONAL SURVEYS;  
OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS

THE GREENHOUSE WORKER INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF GREENHOUSE WORKERS AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. THREE CONSULTANTS EMPLOYED IN GREENHOUSES REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO GREENHOUSE WORKERS IN VARIOUS SIZES AND TYPES OF GREENHOUSE OPERATIONS THROUGHOUT OHIO. RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 59.7 PERCENT RATE OF RETURN, A LIST OF 15 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 592

EDWARDS, THOMAS W.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A RETAIL LANDSCAPE AND GARDEN STORE SALESMAN. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XX.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
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DESCRIPTORS - \*ORNAMENTAL HORTICULTURE OCCUPATION; \*SALES WORKERS; \*LANDSCAPING;  
\*OCCUPATIONAL SURVEYS; OCCUPATIONAL

INFORMATION; \*TASK ANALYSIS;  
 AGRICULTURAL EDUCATION; CURRICULUM  
 DEVELOPMENT; STATE SURVEYS  
 IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28  
 APPENDIXES TO THE REPORT DESCRIBING  
 THE DETERMINATION OF A COMMON CORE  
 OF BASIC SKILLS IN AGRICULTURAL  
 OCCUPATIONS, THIS DOCUMENT PRESENTS  
 AN INVENTORY SURVEY FOR RETAIL  
 LANDSCAPE AND GARDEN STORE  
 SALESMEN. THE SURVEY DEVELOPMENT  
 PROCESS BEGAN WITH A DEFINITION OF  
 LANDSCAPE AND GARDEN SALES WORK AND  
 AN IDENTIFICATION OF DUTY AND TASK  
 STATEMENTS DEVELOPED FROM EXISTING  
 TASK LISTS, JOB DESCRIPTIONS,  
 CURRICULUM GUIDES, AND REFERENCE  
 PUBLICATIONS. SIX CONSULTANTS  
 EMPLOYED IN LANDSCAPE AND GARDEN  
 STORES REVIEWED THE TASK INVENTORY  
 FOR ACCURACY AND REVISIONS WERE  
 BASED UPON THEIR SUGGESTIONS. THE  
 INVENTORY SURVEY WAS THEN  
 ADMINISTERED TO SALESMEN IN VARIOUS  
 SIZES AND TYPES OF LANDSCAPE AND  
 GARDEN STORES THROUGHOUT OHIO.  
 SURVEY RESPONDENTS RATED THE  
 SPECIFIC TASKS USING THE FOLLOWING  
 SCALE: THREE, TASK IS ESSENTIAL;  
 TWO, TASK IS USEFUL; ONE, TASK IS  
 NOT IMPORTANT. DATA WERE ANALYZED,  
 AND A 2.0 LEVEL OF IMPORTANCE  
 ESTABLISHED FOR EACH TASK. BASED  
 UPON THIS LEVEL OF IMPORTANCE AND A  
 45.3 PERCENT RATE OF RETURN, A LIST  
 OF 16 TASK STATEMENTS WAS  
 DEVELOPED. THE TABULATED DATA FOR  
 THE PERCENTAGE PERFORMANCE AND  
 LEVEL OF IMPORTANCE RATINGS OF  
 SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 593

EDWARDS, THOMAS W.; AND OTHERS  
 AN EMPIRICAL DETERMINATION OF TASKS  
 ESSENTIAL TO SUCCESSFUL PERFORMANCE  
 AS A RETAIL LAWN AND GARDEN CENTER  
 EQUIPMENT MECHANIC (SMALL ENGINE  
 MECHANIC). DETERMINATION OF A  
 COMMON CORE OF BASIC SKILLS FOR  
 AGRIBUSINESS AND NATURAL RESOURCES.  
 APPENDIX XXI.

OHIO STATE UNIV., COLUMBUS. DEPT.  
 OF AGRICULTURAL EDUCATION.; OHIO  
 STATE UNIV., COLUMBUS. RESEARCH  
 FOUNDATION.

OFFICE OF EDUCATION (DHEW),  
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DESCRIPTORS - \*AUTO MECHANICS;  
 \*AGRICULTURAL MACHINERY;  
 \*OCCUPATIONAL SURVEYS; OCCUPATIONAL  
 INFORMATION; \*TASK ANALYSIS;  
 \*AGRICULTURAL ENGINEERING;  
 AGRICULTURAL EDUCATION; CURRICULUM  
 DEVELOPMENT; STATE SURVEYS  
 IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28  
 APPENDIXES TO THE REPORT DESCRIBING  
 THE DETERMINATION OF A COMMON CORE  
 OF BASIC SKILLS IN AGRICULTURAL  
 OCCUPATIONS, THIS DOCUMENT PRESENTS  
 THE INVENTORY SURVEY FOR RETAIL  
 LAWN AND GARDEN CENTER EQUIPMENT  
 MECHANICS. THE SURVEY DEVELOPMENT  
 PROCESS BEGAN WITH A DEFINITION OF  
 LAWN AND GARDEN CENTER MECHANICS  
 AND AN IDENTIFICATION OF DUTY AND  
 TASK STATEMENTS DEVELOPED FROM  
 EXISTING TASK LISTS, JOB  
 DESCRIPTIONS, CURRICULUM GUIDES,  
 AND REFERENCE PUBLICATIONS. SEVEN  
 MECHANICS REVIEWED THE TASK  
 INVENTORY FOR ACCURACY AND  
 REVISIONS WERE BASED UPON THEIR  
 SUGGESTIONS. THE INVENTORY SURVEY  
 WAS THEN ADMINISTERED TO LAWN AND  
 GARDEN CENTER MECHANICS IN VARIOUS  
 SIZES AND TYPES OF BUSINESSES  
 THROUGHOUT OHIO. SURVEY RESPONDENTS  
 RATED THE SPECIFIC TASKS USING THE  
 FOLLOWING SCALE: THREE, TASK IS  
 ESSENTIAL; TWO, TASK IS USEFUL;  
 ONE, TASK IS NOT IMPORTANT. DATA  
 WERE ANALYZED, AND A 2.0 LEVEL OF  
 IMPORTANCE WAS ESTABLISHED FOR EACH  
 TASK. BASED UPON THIS LEVEL OF  
 IMPORTANCE AND A 20.3 PERCENT RATE  
 OF RETURN, A LIST OF 23 TASK  
 STATEMENTS WAS DEVELOPED. THE  
 TABULATED DATA FOR THE PERCENTAGE  
 PERFORMANCE AND LEVEL OF IMPORTANCE  
 RATINGS OF SPECIFIC TASKS ARE  
 INCLUDED. (KJ)

VT 102 594

WADDY, PAUL H.; AND OTHERS



AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A PARK WORKER. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XXII.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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DESCRIPTORS - \*FORESTRY AIDES; \*OFF FARM AGRICULTURAL OCCUPATIONS; \*PARKS; \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS AN INVENTORY SURVEY FOR PARK WORKERS. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF PARK WORKERS AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. NINE CONSULTANTS COMPOSED OF PARK MANAGERS OR DIRECTORS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO PARK WORKERS IN VARIOUS SIZES AND TYPES OF PARKS THROUGHOUT OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A

55.1 PERCENT RATE OF RETURN, A LIST OF 20 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 595

WADDY, PAUL H.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A BUILDINGS AND GROUNDS FOREMAN. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XXIII.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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DESCRIPTORS - \*GROUNDS KEEPERS; \*CREW LEADERS; \*OFF FARM AGRICULTURAL OCCUPATIONS; \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; STATE SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE BUILDINGS AND GROUNDS FOREMAN INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF BUILDINGS AND GROUNDS FOREMEN AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. FOUR CONSULTANTS IN PARK MANAGEMENT POSITIONS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO BUILDINGS

AND GROUNDS FOREMEN IN A VARIETY OF SETTINGS THROUGHOUT OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 62.5 PERCENT RATE OF RETURN, A LIST OF 20 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 596

WADDY, PAUL H.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A SOIL CONSERVATION DISTRICT AIDE. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XXIV.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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DESCRIPTORS - \*SOIL CONSERVATION; \*WATER RESOURCES; \*OFF FARM AGRICULTURAL OCCUPATIONS; \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*TASK ANALYSIS; AGRICULTURAL EDUCATION; CURRICULUM DEVELOPMENT; STATE SURVEYS  
IDENTIFIERS - OHIO; \*CONSERVATION AIDES

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS AN INVENTORY SURVEY FOR SOIL CONSERVATION AIDES. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A

DEFINITION OF SOIL CONSERVATION AIDES AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. SEVEN CONSULTANTS EMPLOYED IN SOIL CONSERVATION WORK REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO ALL SOIL CONSERVATION AIDES IN OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 86.5 PERCENT RATE OF RETURN, A LIST OF 16 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

#### VT 102 597

WADDY, PAUL H.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS A SAWMILL WORKER. DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XXV.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

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DESCRIPTORS - \*LUMBER INDUSTRY; \*MACHINE TOOL OPERATORS; AGRIBUSINESS; \*OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; \*FORESTRY OCCUPATIONS; AGRICULTURAL EDUCATION; \*TASK ANALYSIS; CURRICULUM DEVELOPMENT; STATE SURVEYS

## IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS THE SAWMILL WORKERS INVENTORY SURVEY. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF SAWMILL WORKERS AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. SIX CONSULTANTS EMPLOYED IN SAWMILLS REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO SAWMILL WORKERS EMPLOYED IN VARIOUS SIZES AND TYPES OF SAWMILL OPERATIONS THROUGHOUT OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 44.8 PERCENT RATE OF RETURN, A LIST OF SIX TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

## VT 102 598

WADDY, PAUL H.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS AN ALL-ROUND LOGGER.  
DETERMINATION OF A COMMON CORE OF BASIC SKILLS FOR AGRIBUSINESS AND NATURAL RESOURCES. APPENDIX XXVI.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.

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DESCRIPTORS - \*LUMBER INDUSTRY;  
\*AGRIBUSINESS; \*FORESTRY  
OCCUPATIONS; \*OCCUPATIONAL SURVEYS;  
OCCUPATIONAL INFORMATION; \*TASK  
ANALYSIS; AGRICULTURAL EDUCATION;  
CURRICULUM DEVELOPMENT; STATE  
SURVEYS

## IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28 APPENDIXES TO THE REPORT DESCRIBING THE DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRICULTURAL OCCUPATIONS, THIS DOCUMENT PRESENTS AN INVENTORY SURVEY FOR ALL-ROUND LOGGERS. THE SURVEY DEVELOPMENT PROCESS BEGAN WITH A DEFINITION OF LOGGING AND AN IDENTIFICATION OF DUTY AND TASK STATEMENTS DEVELOPED FROM EXISTING TASK LISTS, JOB DESCRIPTIONS, CURRICULUM GUIDES, AND REFERENCE PUBLICATIONS. FOUR CONSULTANTS EMPLOYED IN THE LOGGING INDUSTRY REVIEWED THE TASK INVENTORY FOR ACCURACY AND REVISIONS WERE BASED UPON THEIR SUGGESTIONS. THE INVENTORY SURVEY WAS THEN ADMINISTERED TO ALL-ROUND LOGGERS EMPLOYED IN VARIOUS SIZE LOGGING OPERATIONS THROUGHOUT OHIO. SURVEY RESPONDENTS RATED THE SPECIFIC TASKS USING THE FOLLOWING SCALE: THREE, TASK IS ESSENTIAL; TWO, TASK IS USEFUL; ONE, TASK IS NOT IMPORTANT. DATA WERE ANALYZED, AND A 2.0 LEVEL OF IMPORTANCE WAS ESTABLISHED FOR EACH TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 21.8 PERCENT RATE OF RETURN, A LIST OF NINE TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

## VT 102 599

BYRD, J. RICK; AND OTHERS  
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OHIO STATE UNIV., COLUMBUS. DEPT.

OF AGRICULTURAL EDUCATION.; OHIO  
STATE UNIV., COLUMBUS. RESEARCH  
FOUNDATION.  
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DOCUMENTS VT 102 571 THROUGH VT 102  
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DESCRIPTORS - \*AGRIBUSINESS; \*MEAT  
PACKING INDUSTRY; \*FOOD PROCESSING  
OCCUPATIONS; \*OCCUPATIONAL SURVEYS;  
OCCUPATIONAL INFORMATION; \*TASK  
ANALYSIS; AGRICULTURAL EDUCATION;  
CURRICULUM DEVELOPMENT; STATE  
SURVEYS  
IDENTIFIERS - OHIO

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
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OCCUPATIONS, THIS DOCUMENT PRESENTS  
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CUTTERS. THE SURVEY DEVELOPMENT  
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DEVELOPED FROM EXISTING TASK LISTS,  
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GUIDES, AND REFERENCE PUBLICATIONS.  
ELEVEN CONSULTANTS EMPLOYED IN  
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REVISIONS WERE BASED UPON THEIR  
SUGGESTIONS. THE INVENTORY SURVEY  
WAS THEN ADMINISTERED TO MEAT  
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SURVEY RESPONDENTS RATED THE  
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THE PERCENTAGE PERFORMANCE AND  
LEVEL OF IMPORTANCE RATINGS OF  
SPECIFIC TASKS ARE INCLUDED. (KJ)

VT 102 600

MILLER, DANIEL R.; AND OTHERS  
AN EMPIRICAL DETERMINATION OF TASKS  
ESSENTIAL TO SUCCESSFUL PERFORMANCE  
AS A DAIRY PLANT WORKER.  
DETERMINATION OF A COMMON CORE OF  
BASIC SKILLS FOR AGRIBUSINESS AND  
NATURAL RESOURCES. APPENDIX XXVIII.

OHIO STATE UNIV., COLUMBUS. DEPT.  
OF AGRICULTURAL EDUCATION.; OHIO  
STATE UNIV., COLUMBUS. RESEARCH  
FOUNDATION.  
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DESCRIPTORS - \*FOOD PROCESSING  
OCCUPATIONS; \*AGRIBUSINESS;  
\*OCCUPATIONAL SURVEYS; OCCUPATIONAL  
INFORMATION; \*TASK ANALYSIS;  
AGRICULTURAL EDUCATION; CURRICULUM  
DEVELOPMENT; STATE SURVEYS  
IDENTIFIERS - OHIO; \*DAIRY PLANT  
WORKERS

ABSTRACT - PREPARED AS ONE OF 28  
APPENDIXES TO THE REPORT DESCRIBING  
THE DETERMINATION OF A COMMON CORE  
OF BASIC SKILLS IN AGRICULTURAL  
OCCUPATIONS, THIS DOCUMENT PRESENTS  
AN INVENTORY SURVEY FOR DAIRY PLANT  
WORKERS. THE SURVEY DEVELOPMENT  
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IDENTIFICATION OF DUTY AND TASK  
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TASK LISTS, JOB DESCRIPTIONS,  
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SUGGESTIONS. THE INVENTORY SURVEY  
WAS THEN ADMINISTERED TO DAIRY  
PLANT WORKERS IN VARIOUS SIZES AND  
TYPES OF DAIRY PLANT OPERATIONS  
THROUGHOUT OHIO. SURVEY RESPONDENTS  
RATED THE SPECIFIC TASKS USING THE  
FOLLOWING SCALE: THREE, TASK IS  
ESSENTIAL; TWO, TASK IS USEFUL;  
ONE, TASK IS NOT IMPORTANT. DATA  
WERE ANALYZED, AND A 2.0 LEVEL OF  
IMPORTANCE WAS ESTABLISHED FOR EACH



TASK. BASED UPON THIS LEVEL OF IMPORTANCE AND A 44.4 PERCENT RATE OF RETURN, A LIST OF 14 TASK STATEMENTS WAS DEVELOPED. THE TABULATED DATA FOR THE PERCENTAGE PERFORMANCE AND LEVEL OF IMPORTANCE RATINGS OF SPECIFIC TASKS ARE INCLUDED. (KJ)

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	Housing and Home Furnishings.	VTP 2250
	Nursing III.	VTP 2251



VTP 2249

Title: Bricklaying Curriculum.

Principal Investigator: Ray Welborn and Pete Braker

Recipient Institution: Oklahoma State Department of Vocational-Technical Education, Curriculum Center, 1515 West Sixth, Stillwater, Oklahoma 74074

Start - End Dates: November 1, 1975 to July 1, 1976

Annual Funding: \$25,000.00

Supporting Agency: Oklahoma State Department of Vocational-Technical Education, Curriculum Center, 1515 West Sixth, Stillwater, Oklahoma 74074 and The Associated General Contractors of America, 1957 E Street, N.W., Washington, D.C. 20006

Contract and/or Control No.: No data

Summary of Project: This project was designed to develop a curriculum for the area of bricklaying. A manual written in student performance terms, using measurable behavioral objectives, and criterion-referenced student evaluation instruments will be developed as a self-contained learning package. The format will include the following topics: (1) orientation, (2) tools and equipment, (3) safety, (4) materials, (5) human relations and leadership, (6) related information, (7) shop practices, and (8) cleaning, pointing, and caulking.

VTP 2250

Title: Housing and Home Furnishings.

Principal Investigator: Joyce Sawatsky

Recipient Institution: Oklahoma State Department of Vocational-Technical Education, Curriculum Center, 1515 West Sixth, Stillwater, Oklahoma 74074

Start - End Dates: June 1, 1975 to August 1, 1976

Annual Funding: \$20,000.00

Supporting Agency: Oklahoma State Department of Vocational-Technical Education, Curriculum Center, 1515 West Sixth, Stillwater, Oklahoma 74074

Contract and/or Control No.: No data

Summary of Project: The design of this project is to develop instructional materials in the areas of housing and home furnishings. A manual written in student performance terms, using measurable behavioral objectives, and criterion-referenced student evaluation instruments will be developed as a self-contained learning package. The format will include the following divisions and topics: (1) Effects of Housing on People, including; living space design and factors influencing housing needs, (2) Housing Selection, including; housing alternatives, home financing, select location for housing, and floor plan evaluation, (3) Structure of a House, including; unseen qualities in construction, blueprint reading, and selection of builder or realtor, (4) Housing Exteriors, including; materials and methods of construction-architectural design and environmental space planning, (5) Housing Interiors, including; floor coverings, purchasing of floor coverings, wall treatments, purchasing of wall treatments, windows and window treatments, construction of draperies and curtains, and lighting; (6) Furnishings, including; style and construction, furniture recycling, accessories, appliances, care, and moving; and (7) Professional and Supportive Careers in Housing and Home Furnishings.

VTP 2251

Title: Nursing III.

Principal Investigator: Helen Rogers

Recipient Institution: Oklahoma State Department of Vocational-Technical Education, Curriculum Center, 1515 West Sixth, Stillwater, Oklahoma 74074

Start - End Dates: August 1975 to July 1976

Annual Funding: \$30,000.00

Supporting Agency: Oklahoma State Department of Vocational-Technical Education, Curriculum Center, 1515 West Sixth, Stillwater, Oklahoma 74074

Contract and/or Control No.: No data

Summary of Project: The design of this project is to develop instructional materials in the field of nursing. A manual written in student performance terms, using measurable behavioral objectives, and criterion-referenced student evaluation instruments will be developed as a self-contained learning package. The format will include the following divisions and topics:

(1) Medical Surgical Nursing II, including; nervous system diseases, cardiovascular system diseases, gastrointestinal system diseases, musculoskeletal system diseases, urinary system diseases, male reproductive system, endocrine system diseases, the ear and hearing diseases, the eye and sight diseases, nose and throat diseases, communication disorders, skin and allergy diseases, malignancies, and emergency; (2) Mental Health, including; personality development, mental health nursing, mental diseases, and rehabilitation and motivation; and (3) Personal Vocational Relationships II, including; finding and keeping a job, practical nursing, nursing responsibilities, and professional organizations.

# DIRECTORY OF CURRICULUM COORDINATION CENTERS

## WESTERN CURRICULUM COORDINATION CENTER

Dr. James Becket, Director  
Vocational Education Section  
Department of Education  
721 Capitol Mall  
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(916) 322-2330

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Professional and Curriculum Development  
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## RESEARCH PROJECTS IN PROGRESS

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VTP 2252

Title: An Alternative Program in Distributive Education Utilizing the Diversified Resources of a Large Shopping Complex.

Principal Investigator: Charles L. Crissey

Recipient Institution: Windsor Locks School District, 50 Church Street, Windsor Locks, Connecticut 06096

Start - End Dates: November 1, 1975 to June 30, 1976

Annual Funding: \$25,000.00

Supporting Agency: Connecticut State Department of Education, Hartford, Connecticut 06115

Contract and/or Control No.: No data

Summary of Project: This program will demonstrate that education can provide training for future employees of shopping malls. Objectives will be to: (1) provide training for initial employment and advancement in distributive occupations for high school students, (2) provide training for upgrading present employees of participating stores, (3) provide training for adults presently outside the field of distribution, (4) develop increased efficiency on the job, (5) provide students with the opportunity to explore distributive occupations, and (6) develop among employers, employees, and consumers an appreciation of the work of trained personnel in distribution. The program will operate in the Enfield Square. High School seniors will be selected from six to eight surrounding school districts. Students will receive training in a classroom in the mall plus on-the-job cooperative experience in the mall stores. The project director will run the classroom and coordinate students on the job.

VTP 2253

Title: Career Education in the Norwalk Public Schools.

Principal Investigator: Forrest E. Parker and Robert Schiff

Recipient Institution: Norwalk Public Schools, Norwalk, Connecticut 06852

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$32,000.00

Supporting Agency: Connecticut State Department of Education, Hartford, Connecticut 06115

Contract and/or Control No.: No data

Summary of Project: Norwalk has piloted a career research project for one year and conducted two years of exemplary programs for students in two high schools, five middle schools, and 16 elementary schools. The purpose of this program has been and will be to delineate those activities and techniques which had the greatest success as part of the exemplary project and to expand the career education project to make a greater impact on the career development of secondary school youth. Objectives for students will include: (1) increased awareness of careers, (2) exploration of the fifteen career clusters, (3) development of an appreciation for the world of work, (4) at the high school level, acquisition of entry-level employment skills, and (5) work programs that will be satisfying to the individual student. The career education program will continue to operate in the Norwalk schools. At the elementary level, students will engage in activities that simulate the world of work. In the middle schools, career education will be integrated into the regular disciplines supported by simulated hands-on experiences and career guidance. The high school level program will provide job preparation in a variety of occupations with special emphasis in the utilization of the community as a school.



VTP 2254

Title: Career Education Program - New Haven Middle School.

Principal Investigator: Isadore Wexler and Vincent M. Gagliardi

Recipient Institution: New Haven Middle Schools, New Haven, Connecticut 06510

Start - End Dates: July 1, 1975 to March 31, 1976

Annual Funding: \$29,055.00

Supporting Agency: Connecticut State Department of Education, Hartford, Connecticut 06115

Contract and/or Control No.: No data

Summary of Project: This project will offer New Haven Middle School students the opportunity to: (1) increase positive self-awareness, self-appraisal, and decisionmaking skills, (2) extend their knowledge of the world of work, and (3) explore work situations through hands-on experiences. Further, skills in career education approaches, techniques, and procedures will be provided to faculty and staff through departmental and inservice workshops, consultant services, research, and updated career information. Parents will be provided with career information and techniques to assist them in improving their children's motivation. Selected sixth, seventh, and eighth students will be involved in a process of group guidance and counseling. Career clusters, resource speakers, and team teaching will be introduced into the schools' curriculums to provide an interdisciplinary approach. Parents will be invited to act as resource persons and community liaison representatives. The New Haven Advisory Committee and the Chamber of Commerce will be involved as participants and consultants. Career resource centers are also planned for various schools and will be developed with the assistance of school librarians and vocational teachers.

VTP 2255

Title: Childhood and Parenthood - Competency Education.

Principal Investigator: Elizabeth Carta

Recipient Institution: Norwalk High School, Norwalk, Connecticut 06851

Start - End Dates: October 15, 1975 to June 30, 1976

Annual Funding: \$13,800.00

Supporting Agency: Connecticut State Department of Education, Hartford, Connecticut 06115

Contract and/or Control No.: No data

Summary of Project: This program will provide classroom instruction and fieldsite and child development laboratory experiences to students, for: (1) the understanding of child growth and development, (2) techniques for observing and analyzing child behavior, (3) designs for creative child activities, and (4) ways of effectively communicating with young children. Students will focus upon: what makes a family; what are a family's values for children; what values are communicated to the child; and what are the effects of the family's messages. Students will state their attitudes and perceptions of family communications. Through studying case illustrations, students will analyze and identify blocks to problemsolving and identify ways in which time is structured. Students will identify communications problems within their own families and role play solving these problems. Fieldsite nursery schools will be established in which adolescents will work with young children while learning about child development and their own identities.

VTP 2256

Title: Evaluation of the Reading Program, General Education Component of the Connecticut Vocational-Technical Schools (Continuation).

Principal Investigator: Albert Lindia

Recipient Institution: Central Connecticut State College, New Britain, Connecticut 06050

Start - End Dates: September 1, 1975 to June 30, 1976

Annual Funding: \$5,012.00

Supporting Agency: Connecticut State Department of Education, Hartford, Connecticut 06115

Contract and/or Control No.: No data

Summary of Project: The goal of this project is twofold: (1) to evaluate the effectiveness of the vocational/technical school's remedial reading program upon a selected group of students from each of the regional vocational/technical schools in Connecticut, using a pretest/posttest research design, and (2) to provide base data for both program and classroom use. A pretest/posttest design will be used to determine the effectiveness of the reading program. The population to be studied will be stratified according to the results from two readily definable stages, standardized test scores, and calculations of reading differences--expectancy versus achievement. Feedback data generated from the information collected and reported for each student will provide the base for decisions regarding further participation in the remedial reading program on an individual basis.

VTP 2257

Title: Implementation of the East Shore Career Education Center.

Principal Investigator: Robert Sandagata

Recipient Institution: Area Cooperative Educational Services, New Haven, Connecticut 06511

Start - End Dates: September 1, 1975 to June 30, 1976

Annual Funding: \$25,000.00

Supporting Agency: Connecticut State Department of Education, Hartford, Connecticut 06115

Contract and/or Control No.: No data

Summary of Project: This project will implement a continuous career education program in grades K-12 for the communities of Branford, Guilford, East Haven and North Branford. Objectives will include: (1) developing a centralized resource center, (2) sharing facilities, equipment, programs, and staff, (3) identifying, funding, and monitoring new cooperative career programs, and (4) coordinating career guidance activities and providing work-skills exploratory experiences. The East Shore Career Education Center will serve as the focal point for all shared career education activities. The Advisory Committee, Connecticut State Department of Education, local Boards of Education, parents, students, and teachers will be involved in cooperative planning and implementation of all career education activities. All students will be afforded the opportunity to utilize the Center's services.

VTP 2258

Title: Master Plan for Vocational and Career Education for the State of Connecticut.

Principal Investigator: Eugene L. Belisle

Recipient Institution: Capitol Region Education Council, Windsor, Connecticut 06095

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$50,000.00

Supporting Agency: Connecticut State Department of Education, Hartford, Connecticut 06115

Contract and/or Control No.: No data

Summary of Project: The goal of this project is to assist the State Board of Education in fulfilling the mandate of the 1975 Connecticut General Assembly in the development and preparation of a Master Plan for Vocational and Career Education. The Capitol Region Education Council will act as the fiscal agent for the project. Objectives of the Master Plan will include: (1) setting goals for vocational and career education and jurisdiction over schools, (2) examine current financing practices and develop alternatives, (3) examine the number, location, and scope of each vocational school, (4) examine the utilization of facilities, (5) evaluate existing programs and design measures to improve or replace them, and (6) transfer of students between programs and schools. An outline of information needs has been developed, and resources in terms of funds, manpower, and office space have been requested. Assistance has been offered by the Connecticut Business and Industry Association, the Urban League, the Commission of Higher Education, the Directors of the Regional Education Service Centers, and all divisions of the State Department of Education. Information will be gathered and analyzed to develop the conclusions necessary to implement a Master Plan.

VTP 2259

Title: Preparation of Prospective Teachers for Career/Vocational Education.

Principal Investigator: Paul Benedict

Recipient Institution: Eastern Connecticut State College, Willimantic, Connecticut 06226

Start - End Dates: September 1, 1975 to June 30, 1976

Annual Funding: \$5,000.00

Supporting Agency: Connecticut State Department of Education, Hartford, Connecticut 06115

Contract and/or Control No.: No data

Summary of Project: The objective of this project is to provide professional preparation at Eastern Connecticut State College for prospective teachers at all grade levels so that they may incorporate career/vocational education ideas and concepts as a viable part of their regular classroom programs. The prospective teachers will take a series of courses which will constitute a minor in career/vocational education. The concentration will include: (1) a course which will develop a knowledge of and rationale for career/vocational education concepts to be incorporated in the curriculums at all levels, (2) a hands-on experience in at least two selected trades taught by shop instructors, and (3) a practicum in local industry or trade. In addition,

students will be encouraged to select one of the following: (1) an independent research project in vocational education in Connecticut, (2) a practicum in a career/vocational education program, (3) an internship with a teacher in any school interested in career/vocational education, or (4) an internship in a state agency involved in career/vocational education. The prospective teachers will take these courses during their junior or senior year. They will be required to take eight semester hours with the option to increase their program to twelve.

VTP 2260

Title: Development of a Curriculum Delivery System for Individualizing Instruction in Vocational Education.

Principal Investigator: Robert L. Lathrop

Recipient Institution: Florida State University, Tallahassee, Florida 32306

Start - End Dates: December 1975 to June 1976

Annual Funding: \$70,000.00

Supporting Agency: Florida State Department of Education, Tallahassee, Florida 32304

Contract and/or Control No.: C6-007

Summary of Project: Continued as the final phase, this project will focus on the completion of the testing of procedural manuals for teachers to use in individualizing instruction and the production of an instructional package for the training of teachers as individualizers. Objectives will be to: (1) complete the field test of guidelines and procedural manuals for individualizing instruction, (2) effect a broad dissemination among professional educators of Florida's individualization activities, (3) determine the effectiveness of the guidelines, (4) produce an instructional package for teacher training within the framework of competency-based education, and (5) document project activities and make recommendations for followup. Procedures will include: (1) consultation and assistance for teachers during field testing, (2) dissemination of project activities and the gathering of information will be accomplished at regional and national professional meetings, (3) effectiveness of guidelines will be determined by providing teachers with self-observation forms and in consultations, (4) data analysis will be used in determining the final format of the procedural manuals, and (5) revised procedural manuals and introductory materials for teachers will be used as the basis for inservice and short course instruction.

VTP 2261

Title: Development of Competency Based Teacher Education Programs in Cooperative Education.

Principal Investigator: Rex C. Toothman

Recipient Institution: University of South Florida, 4202 Fowler Avenue, Tampa, Florida 33620

Start - End Dates: September 1975 to June 1976

Annual Funding: \$20,000.00

Supporting Agency: Florida State Department of Education, Tallahassee, Florida 32304

Contract and/or Control No.: No data

Summary of Project: During Phase I of this three-phase project, a needs assessment of inservice work experience, diversified cooperative training, and job-entry teacher coordinators was conducted from which competency statements would be derived. Based on an analysis of the data collected, Phase II objectives will be to: (1) establish a list of competency statements, (2) develop criterion-referenced objectives to complement the competency statements, (3) identify current instructional materials, activities, and resources to accompany the criterion-referenced objectives, and (4) determine those criterion-referenced objectives for which additional instructional materials need to be developed. To establish a list of competencies, data from Phase I will be interpolated and written as competency statements. The competency statements will be critiqued by selected diversified occupations section of the Florida State Department of Education, and a representative from the Research Coordinating Unit. The development of criterion-referenced objectives will follow the same process. A review of materials will be utilized in the identification of instructional materials and resources. A catalog of competencies will be the final result of the project.

VTP 2262

Title: Evaluate an Open Entry-Open Exit System into Nurse Training Programs.

Principal Investigator: Ernest Upthegrove and Glenna Botwinik

Recipient Institution: Dad County Public Schools, 1410 North East Second Avenue, Miami, Florida 33132

Start - End Dates: October 1975 to June 1976

Annual Funding: \$5,850.00

Supporting Agency: Florida State Department of Education, Tallahassee, Florida, 32304

Contract and/or Control No.: No data

Summary of Project: This study will include a followup of 28 graduates that were given advanced standing in the nurses training program from July 1972 to September 1975: five graduates that completed the program in less than the usual 12 months and 29 graduates that required more than the usual 12 months to complete the course. The objectives of the study will be to: (1) evaluate graduates' preparation for job skills, (2) assess challenge examinations (theory and clinical), and (3) validate or revise challenge examinations. The evaluation will be conducted by two individuals involved in practical nurse education. They are both Department Heads of Practical Nursing Programs in Dade County. It will involve employers and the three types of graduates. A survey questionnaire will be mailed to the graduate which will include pertinent questions such as, Were you adequately prepared for job responsibilities? What was most significantly lacking in your education? A personal interview with the graduate will be an extension of the written survey questionnaire. A personal interview with the employer will determine the graduate's work performance. Challenge examinations will be correlated with State Board results and graduate's job performance, and examination items will be assessed for validity and relevance to current practical nurse fundtions.

VTP 2263

Title: Follow-up Study of Distributive Education Graduates.

Principal Investigator: Gerald Patterson

Recipient Institution: University of South Florida, 4202 Fowler Avenue, Tampa, Florida 33620



Start - End Dates: October 27, 1975 to June 30, 1976

Annual Funding: \$5,150.00

Supporting Agency: Florida State Department of Education, Tallahassee, Florida 32304

Contract and/or Control No.: C6-005

Summary of Project: In order to improve the quality of the distributive education program, a followup study of all distributive education teachers graduating from Florida Atlantic University, University of North Florida, and the University of South Florida during the period from September 1965 to August 1975 will be conducted. The purpose of this study is primarily to determine the strengths and weaknesses of the current offerings. Questionnaires will be developed requesting information concerning employment subsequent to graduation, if additional formal education was required, salary ranges, job satisfactions and pressures, and other related information. Once obtained, the program will be maintained for future graduates.

VTP 2264

Title: Model for Computerized District Comprehensive Follow-Up Study.

Principal Investigator: Leonard D. Jackson

Recipient Institution: Alachua County School Board, 1817 East University Avenue, Gainesville, Florida 32601

Start - End Dates: November 11, 1975 to June 30, 1976

Annual Funding: \$3,309.00

Supporting Agency: Florida State Department of Education, Tallahassee, Florida 32304

Contract and/or Control No.: D6-004

Summary of Project: The objectives of this project will be to: (1) develop a flexible instrument fusing the alumni survey and the vocational survey into a comprehensive followup of high school graduates and early leavers, (2) develop an electronic data processing system by which survey information may be analyzed and reported, and (3) develop a model reporting system to local schools, districts, and the Florida Department of Education. Procedures will be as follows: (1) develop followup format that will enable the district to provide the Division of Vocational, Technical, and Adult Education with the data needed for vocational completions and provide the minimum data required by the state mandated alumni followup legislation, (2) develop and print an op-scan form designed to accomodate the items on the followup form, (3) contract the development of scanner programs to read the op-scan forms, (4) establish the system of data analyses required and the display format of computer output, (5) validate the results of the overall survey by implementing a 10 percent nonrespondent study and comparing the results, and (6) write a monogram describing the procedures, results, and interpretation of the process.

VTP 2265

Title: An Assessment of the Utilization of Part C and Part D Research and Development Funds in Illinois.

Principal Investigator: Wayne Ramp and Jerry Pennington

Recipient Institution: Board of Trustees of Southern Illinois University, Carbondale, Illinois 62901

Start - End Dates: August 1, 1975 to July 31, 1976

Annual Funding: \$15,498.00

Supporting Agency: Illinois Board of Vocational Education and Rehabilitation, Division of Vocational and Technical Education, 1035 Outer Park Drive, Springfield, Illinois 62706

Contract and/or Control No.: No data

Summary of Project: This project seeks to review activities in Illinois funded under Parts C and D of the 1968 Amendments to the Vocational Education Act. Objectives will include: (1) determination of product utilization for products developed, (2) determination of the extent to which project directors, principal investigators, and other personnel associated with funded projects have been affected in their professional capacity through project involvement, (3) determination of how educational personnel in Illinois assess the service of the Research and Development Unit, and (4) production of 100 copies of the report for the division of Vocational and Technical Education. Procedures will include: (1) a thorough review of existing literature, (2) telephone interviews and visitation of selected projects, (3) development of survey instruments, (4) mail survey of all projects, (5) organize, analyze, and synthesize the data collected, and (6) completion of the final report.

VTP 2266

Title: D.O.T. Based - Careers Analysis for Teacher/Student Use.

Principal Investigator: William E. Studyvin

Recipient Institution: Shawnee Mission Public Schools, Shawnee, Kansas 66204

Start - End Dates: October 1975 to June 1976

Annual Funding: \$5,850.00

Supporting Agency: Kansas State Department of Education, 120 East Tenth Street, Topeka, Kansas 66612

Contract and/or Control No.: No data

Summary of Project: This project is designed to research and compile occupational information by clusters, using a systematic procedure that will be acceptable and usable by teachers and students. Data and format from the following sources will be utilized: (1) Readability Level, Department of Transportation, (2) Department of Transportation, Volumes I and II, (3) Occupational Outlook Handbook, (4) Ohio Vocational Interest Survey Guide to Career Exploration, (5) Community Career Consultants, and (6) other pertinent information. A career profile guide will be developed for each cluster. The guide will be developed by combining the research into a format (using the listed information sources) that can be used by the teachers for student learning in classroom settings. The career analysis guide will be consistent relative to format and information for all clusters, areas, worker trait groups, and jobs - that will indicate the relationship and relevance of the different subject matter areas, knowledge, and skills needed for any occupational area. This guide will be used to assist students in the development of their individual career profiles.

VTP 2267

Title: Vocational Needs Survey of the Nine Counties in Southeast Kansas.

Principal Investigator: Duane Schott and Morris White

Recipient Institution: Kansas State College of Pittsburg, Pittsburg, Kansas 66762

Start - End Dates: October 1975 to June 1976

Annual Funding: \$7,273.80

Supporting Agency: Kansas State Department of Education, 120 East Tenth Street, Topeka, Kansas 66612  
Contract and/or Control No.: No data

Summary of Project: The purpose of this project is to develop a vocational needs survey of the nine counties in Southeast Kansas. Objectives will include: (1) reaffirmation of areas for survey, (2) review and synthesis of existing data, (3) collection, modification, or development of instruments, (4) collection, treatment, and synthesis of data, and (5) generation and distribution of a final report. Completion of these objectives will result in a vocational level manpower supply and demand survey of agriculture, industry, service businesses, local and state governments, utility and power companies, and medical support personnel. When the potential areas of training are identified by this manpower data, a student interest survey will be conducted.

VTP 2268

Title: An Assessment of Vocational Education Needs of the Disadvantaged and Handicapped in Kentucky.

Principal Investigator: B. Glen Davis and Keith Bayne  
Recipient Institution: University of Louisville, Louisville, Kentucky 40208  
Start - End Dates: January 1, 1976 to June 30, 1976  
Annual Funding: \$14,817.60  
Supporting Agency: Kentucky State Department of Education, Frankfort, Kentucky 40601  
Contract and/or Control No.: No data

Summary of Project: The objectives of this project will be to: (1) identify the number of people in Kentucky, secondary age level and above, who meet the criteria for disadvantaged and handicapped, (2) identify the vocational education programs currently available in Kentucky that specifically address themselves to the handicapped and/or disadvantaged, (3) identify that portion of the population that could benefit from vocational education, and (4) through followup data, determine proportion of target population currently working in employment related to their vocational education or rehabilitation training. This project will involve a sample survey of the total population to determine the target population of disadvantaged and handicapped persons. A formula for projecting the target population to persons who should receive post high school vocational and rehabilitation training will be developed. Followup information of graduates of existing programs will be reviewed and synthesized to determine the effectiveness of present programs. Where such information is unavailable, a followup study will be conducted.

VTP 2269

Title: Rowan County Experiential Field Consortium.

Principal Investigator: Lou Perry and Bill Francis  
Recipient Institution: Rowan County School System, Morehead, Kentucky 40351  
Start - End Dates: November 1, 1975 to June 30, 1976  
Annual Funding: \$18,752.00  
Supporting Agency: Kentucky State Department of Education, Frankfort, Kentucky 40601  
Contract and/or Control No.: No data

Summary of Project: The objectives of this program will be to: (1) develop a curriculum designed to identify, emphasize, and practice skills needed in securing, functioning, and advancing within the 15 occupational clusters, (2) provide students with onsite supervised work experience education in these clusters, (3) develop and utilize an assessment process that identifies the range of academic and occupational needs, interests, and abilities of each student, (4) aid students in the career planning and decisionmaking process through continued vocational guidance and counseling services, (5) develop a comprehensive program evaluation, and (6) increase student motivation through such programs and reduce the current dropout and unemployment rates. Program implementation will include: (1) student exposure to occupational clusters through career development course, resource people, field trips, and "shadowing" workers and postsecondary students, (2) onsite field exposure, and (3) continuous vocational guidance and counseling.

VTP 2270

Title: An In-School Job Placement Service for Secondary School Students.

Principal Investigator: Susan F. Miller

Recipient Institution: Mount Ararat School, Topsham, Maine 04086

Start - End Dates: September 1, 1975 to June 30, 1976

Annual Funding: \$3,200.00

Supporting Agency: Maine State Department of Educational and Cultural Services, Augusta, Maine 04330

Contract and/or Control No.: No data

Summary of Project: The goal of the third year of this project is to disseminate the materials and expertise gained in the development of "An In School Job Placement Service for Secondary School Students". Several approaches to providing job placement services to secondary school students have been developed and field tested. These efforts have been very successful and concentration will now center on summarizing these findings into a "Procedural Guide for Job Placement" for the State of Maine.

VTP 2271

Title: Modular Curriculum Development.

Principal Investigator: Kenneth Jordan

Recipient Institution: Lewiston School Department, Lewiston, Maine 04240

Start - End Dates: July 1975 to June 1976

Annual Funding: \$4,580.00

Supporting Agency: Maine State Department of Educational and Cultural Services Augusta, Maine 04330

Contract and/or Control No.: No data

Summary of Project: This project is designed to develop and publish instructional material directed to broadening the learning opportunities available to vocational students. Lewiston High School is developing and publishing individualized learning activity packages to supplement and reinforce learning opportunities. Based on information developed during first year visitations and data collection, several other sources for the collection of additional data have been identified. Further visits and consultation with the staff of the Greater Lowell Regional Vocational Technical School are planned, as well as information exchanges with at least two other systems utilizing similar approaches to curriculum development. As part of this project, instructional material is being made available to other Maine School Systems for review and able utilization in their curriculums.

VTP 2272

Title: North Haven Project for Career Development.Principal Investigator: Thomas G. GjeltonRecipient Institution: North Haven Community School, North Haven, Maine 04853Start - End Dates: July 1975 to July 1976Annual Funding: \$5,700.00Supporting Agency: Maine State Department of Educational and Cultural Services Augusta, Maine 04330Contract and/or Control No.: No data

Summary of Project: This project will proceed with a program of career development K-12 suitable to the needs of the small island community of North Haven, located 12 miles offshore Rockland, Maine. Objectives will include: (1) increased awareness of possible career opportunities, (2) development and implementation of a field trip-based curriculum for all grades, (3) development of a secondary program of career exploration, preparation, and placement through the use of print and nonprint materials, visitors, and field trips, (4) establishment of mini-units which provide students with an extended exposure to specific career areas, and (5) development and supplement of staff competencies in personal and vocational counseling and career awareness education. Efforts to introduce career awareness into every portion of the curriculum have begun. Videotape packages of careers as piano tuners, hospital workers, and dental workers have been prepared, and more are planned. A variety of supplementary awareness materials such as filmstrips, filmloops, and books have been selected for use in the lower grades. An extended careers/biography unit is being prepared for use in junior high language arts. A proposed list of guest speakers representing several career areas is in the process of preparation. Where staff training is insufficient to meet student needs, a plan is underway to hire consultants to meet directly with students.

VTP 2273

Title: Evaluation of Carroll County Vocational-Technical Education.Principal Investigator: George E. ThomasRecipient Institution: Carroll County Board of Education, County Office Building, Court Street, Westminster, Maryland 21157Start - End Dates: May 15, 1975 to June 6, 1975Annual Funding: \$2,000.00Supporting Agency: Maryland State Department of Education, Division of Vocational-Technical Education, Baltimore, Maryland 21201Contract and/or Control No.: No data

Summary of Project: This proposal is designed to provide an opportunity to implement an evaluation strategy of the secondary vocational-technical programs offered in Carroll County, Maryland. Dr. C. Kenneth Tanner will design, conduct, and present an appropriate evaluation using a questionnaire or other appropriate instruments necessary to complete the evaluation process.

VTP 2274

Title: The Dissemination of Occupational Education Research Information.



Principal Investigator: Edgar J. Boone

Recipient Institution: North Carolina State University, Department of Adult and Community College Education, Raleigh, North Carolina 27607

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$18,814.00

Supporting Agency: North Carolina State Board of Education, Raleigh, North Carolina 27611

Contract and/or Control No.: No data

Summary of Project: The goal of this project is the dissemination of occupational education research, adult basic education, and other community college and technical institute information through the partial support of the continued development and publishing of the Community College Review. The Community College Review, a quarterly, will: (1) provide a forum for indepth discussion of current and emerging issues in community college education, (2) apply research findings to the solution of problems related to community college education, (3) disseminate the results of critical thinking and research findings to practitioners and others interested in community college education, and (4) serve as a means for further developing the field of community college education as a profession. The Review will be comprehensive in content, reporting on occupational education research findings, adult basic education topics, and other aspects of a comprehensive college type institution which provides education services in the general categories of vocational and technical education, adult and community service education, and college transfer education. It shall not duplicate the subject matter of The Open Door nor that of The Community and Junior College Journal.

VTP 2275

Title: Mission Possible - A Project to Continue to Provide Work Experience Opportunities for Students.

Principal Investigator: Dave Tehle

Recipient Institution: Fargo Public Schools, Fargo, North Dakota 58102

Start - End Dates: December 1975 to June 1976

Annual Funding: \$2,399.00

Supporting Agency: North Dakota State Board for Vocational Education, Bismarck, North Dakota 58501

Contract and/or Control No.: No data

Summary of Project: The purpose of this project is to gain an extension of the original project time period for the Fargo Area School Work Experience Research Project (FASWEP). Objectives will be to: (1) develop the Job Information Search (JIS), (2) provide students with extended visitations of a career site for hands-on experiences, (3) establish a system for providing cooperative work experience credit for utilization of FASWEP, (4) develop student placement service, (5) measure relationship between school-based education and industry-based education, and (6) determine attitudes between cooperative work experience students and those of the alternative work experience program. Procedures will include: (1) gathering information through interviews with personnel at various firms, (2) contacting business firms and organizations and discussing the extended visitation program, (3) establishing a system to provide cooperative work experience credit for students who utilize FASWEP, (4) providing students with job openings in the community, (5) conducting group discussions with students who have completed an extended visitation, (6) administering questionnaires to students who have completed each program.

VTP 2276

Title: Sheyenne Valley In-Service Project for Vocational Instructors of Special Needs Students.

Principal Investigator: Dave Wasson

Recipient Institution: Sheyenne Valley Vocational Center, Cooperstown, North Dakota 58505

Start - End Dates: December 1975 to May 1975

Annual Funding: \$4,000.00

Supporting Agency: North Dakota State Board for Vocational Education, Bismarck, North Dakota 58501

Contract and/or Control No.: No data

Summary of Project: The objective of this project is to develop an inservice program for the instructional staff of the Sheyenne Valley Multidistrict Vocational Center. This inservice program will provide an avenue for awareness for sensitizing the staff to help the special needs student. Procedures will be to: (1) investigate area resources as to possible inservice training programs, (2) plan and develop an inservice program, (3) conduct inservice program for instructional staff of vocational center, (4) conduct followup inservice program for instructional staff, (5) evaluate inservice program and develop plan for continual staff development, and (6) identify special need students for academic year 1976-77.

VTP 2277

Title: Organization of Multiple Teacher Programs in Vocational Agriculture.

Principal Investigator: Marcus Juby and Don Brown

Recipient Institution: Vocational Agriculture Division, Oklahoma State Department of Vocational and Technical Education, Stillwater, Oklahoma 74074

Start - End Dates: October 1975 to July 1976

Annual Funding: \$12,843.00

Supporting Agency: Oklahoma State Department of Vocational and Technical Education, 1515 West Sixth Avenue, Stillwater, Oklahoma 74074

Contract and/or Control No.: CP-714

Summary of Project: The purpose of this program will be to identify and develop selected operational procedures and recommendations for departments of vocational agriculture in which two or more teachers are hired to provide vocational agricultural instruction to all-day students and young adult farmers. Activities will include: (1) participation of all teachers involved in multiple-teacher departments of vocational agriculture in Oklahoma, (2) initial meeting to identify specific areas of concern to be investigated, (3) identification of problem areas to be considered in developing operational guidelines, (4) discussion, recommendation, and consensus of operational procedures and administration of multiple-teacher departments, (5) report of results to State Office for Vocational Agriculture, and (6) revisions to the program and final results sent to the State Office for Vocational Agriculture.

VTP 2278

Title: A Professional Improvement Program for the In-Service Vocational Agriculture Teachers of the Southwest District

Principal Investigator: No data

Recipient Institution: Oklahoma State University, Department of Agricultural Education, Stillwater, Oklahoma 74074 and Oklahoma State Department of Vocational and Technical Education, Stillwater, Oklahoma 74074

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$3,850.00

Supporting Agency: Oklahoma State Department of Vocational and Technical Education, 1515 West Sixth Avenue, Stillwater, Oklahoma 74074

Contract and/or Control No.: No data

Summary of Project: This program is being continued in a second phase to provide inservice training for 25 vocational agriculture teachers employed in the southwest district of Oklahoma. Over 300 vocational agriculture teachers were surveyed as to the usefulness of a first year teacher training program; the vast majority believed it would be very useful. Phase II of this project will utilize the training experience gained in the past, make modifications, and implement new training competencies to include experience in as many areas as possible in a one-year time period. Major areas to be covered are organized instruction, supervised occupational experience, and Future Farmers of America and Young Farmer activities.

VTP 2279

Title: A Proposal to Develop a Model Comprehensive Career Exploration Program.

Principal Investigator: Dale Davis

Recipient Institution: Oregon City School District 62, 1417 Twelfth Street, Oregon City, Oregon 97045

Start - End Dates: September 5, 1975 to June 30, 1976

Annual Funding: \$5,396.00

Supporting Agency: Oregon State Board of Education, Salem, Oregon 97310

Contract and/or Control No.: No data

Summary of Project: This career exploration program for the junior high school level will provide an interdisciplinary approach to experiences in the essential elements of career exploration. A basic knowledge of economics, self-understanding of occupational interests and attitudes, decisionmaking as applied to career selection and preparation, basic knowledge of occupational clustering, basic knowledge of skills common to each cluster and onsite work experiences will be provided. The project will incorporate inservice training and procedures for the junior high school staff to develop a comprehensive career plan that involves all school departments in the curriculum. Included will be the development of a master school matrix to determine the placement of objectives within the curriculum, department meetings away from the school setting to develop career education activities within each discipline, and staff visitations to industry and to other career education programs.

VTP 2280

Title: A Review of Vocational Research and Exemplary Projects.

Principal Investigator: Larry J. Kenneke

Recipient Institution: Oregon State University, Corvallis, Oregon 97331

Start - End Dates: August 15, 1975 to April 30, 1976

Annual Funding: \$20,773.00

Supporting Agency: Oregon State Board of Education, Salem, Oregon 97310

Contract and/or Control No.: No data

Summary of Project: The primary purpose of this project is to produce two documents: (1) a handbook of information on transportable vocational products and processes that resulted from selected research and exemplary projects and (2) a technical report of an evaluation of these selected exemplary and research projects and their products and processes. The former document will be designed for widespread general distribution and the latter for limited, controlled distribution. Evaluative criteria, instrumentation, and procedures will be developed by the project's staff and reviewed by external evaluators. These will then be pilot tested, revised, then field tested and revised. Selected projects (up to 66) will then be reviewed and documented in three phases: (1) extraction of data from existing proposals and reports on each project, (2) collection of additional data and verification of a sample of data at institutions that conducted the vocational research and exemplary projects, and (3) preparation of the evaluative information for the handbook and technical report. The external evaluators will also review the evaluative data and the data collection by teaming with members of the project staff on the evaluations of selected projects.

VTP 2281

Title: Agricultural Products.

Principal Investigator: Curtis L. Rohn

Recipient Institution: Solanco School District, Quarryville, Pennsylvania 17566

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$20,424.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No.: No data

Summary of Project: The design of this project is to develop and field test courses of study in the agricultural processing areas. The objectives of the project will be to: (1) develop courses of study and lesson plans in the agricultural processing areas to be utilized in secondary schools, (2) field test the courses and lesson plans during the school year, and (3) produce a course outline that can be distributed to other schools in Pennsylvania. The following activities will be utilized: (1) Penn State University and the State Agricultural Education and Research Coordinating Unit will cooperate in the construction of a course of study and lesson plans pertaining to meat processing, poultry processing, dairy products processing, and produce processing, (2) pretests and posttests will be developed, (3) data collection instrumentation will be developed, and (4) results of the cognitive testing and student interest surveys will be analyzed.

VTP 2282

Title: A Career Approach to Natural Resource Management to Wildlife and Recreation.

Principal Investigator: Walter A. Rohrbach

Recipient Institution: Conrad Weiser Area School District, Robesonia, Pennsylvania 19551

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$15,872.89

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No.: No data

Summary of Project: The purpose of this program is to provide vocational training for persons wishing to enter employment in the recreational and wildlife natural resource areas. Instruction will be offered in the following areas: fish hatchery worker, fish farmer, game farm worker, game farmer, game keeper, wildlife conservation aide, wildlife conservation technician, park caretaker, park worker, recreation farm manager, hunting and fishing guide, campground caretaker, and groundskeeper. Phase I of the project will assemble equipment, establish an advisory committee, write curriculum and make arrangements for work-experience training, and recruitment of students. Phase II will include the first year of the instructional program, followed by an evaluation of the first two phases. Contingent upon funding, Phase III will begin the second year of instruction in recreation and the first year in wildlife.

VTP 2283

Title: Coordination of Secondary and Postsecondary Technical Curriculum.

Principal Investigator: Robert H. Kifer

Recipient Institution: Greater Johnstown Area Vocational-Technical School, 445 Schoolhouse Road, Johnstown, Pennsylvania 15904

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$3,024.00

Supporting Agency: Pennsylvania State Department of Education, Post Office Box 911, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: The goal of this project is to develop a coordinated program from high school through college in a technical field. Objectives will be to: (1) list entry-level jobs at the three levels of a two-year high school electronics technology program, a two-year technical institute or associate degree electronics technology program, and a four-year applied engineering degree program, (2) determine, outline, and describe the courses taught at each level, and (3) elicit conclusions from project participants regarding how better coordination can benefit students and instructors. Instructors from the secondary and postsecondary two and four-year programs will be asked to: (1) list the jobs available to graduates at each level, (2) list, outline, and describe courses taught at each level, (3) indicate the similarities and differences of the programs, and (4) offer their own conclusions as to the feasibility of achieving better coordination of effort.

VTP 2284

Title: Creating A Career.

Principal Investigator: Cathy Lee Dzubak

Recipient Institution: Hopewell School District, 1215 Longvue Avenue, Aliquippa, Pennsylvania 15001

Start - End Dates: August 1, 1975 to June 30, 1976

Annual Funding: \$4,318.25



Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126  
Contract and/or Control No: No data

Summary of Project: The goal of this project is to develop students' occupational judgement and increase employment opportunities. Objectives will be to: (1) prepare students for occupational decisions, (2) increase student knowledge of specific occupations utilizing existing career resource materials and additional information from local business and industry through class subjects, and (3) enable students to obtain employment. Procedures will include: (1) the development of students' knowledge of career education through occupational investigation and exploration, (2) establishment of guidance and counseling services, and (3) teaching learning skills needed in applying for employment.

VTP 2285

Title: Development of a Job-Opportunity Based Planning Model for High School Vocational Agriculture Programs.

Principal Investigator: Edwin L. Herr and Glenn Z. Stevens  
Recipient Institution: Pennsylvania State University, 212 J.O. Building, University Park, Pennsylvania 16802  
Start - End Dates: July 1, 1975 to June 30, 1976  
Annual Funding: \$20,525.00  
Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126  
Contract and/or Control No: No data

Summary of Project: This project will continue the development of a job opportunity based planning model for high school vocational agriculture programs. Objectives will include: (1) descriptions of the geographical area within which graduates obtain their first entry-level positions, and the method for gathering and recording such information on positions in agriculture within this area, (2) a description of the method for determining the hierarchy of competencies required for job entry-level positions or those requiring additional adult education, and (3) a final report consisting of an instructional program model in vocational agricultural concepts which have been tested in several selected schools. Procedures will be to: (1) survey graduates, agricultural businesses, current research programs, and competency studies to refine and develop a model and explain its use through regional seminars, (2) provide at least five samples from each of the following occupational areas: Agricultural Production, Supplies and Services; Mechanics Businesses; Products Businesses; Ornamental Horticulture Resources; and Forestry; and (3) survey graduates of these programs for the past three years to determine geographic area within which each student obtained their first job, title and description of that job, and area of study in high school.

VTP 2286

Title: Dissemination of Vocational Development Research.

Principal Investigator: Jerome T. Kapes  
Recipient Institution: Lehigh University, Bethlehem, Pennsylvania 18015  
Start - End Dates: July 1, 1975 to June 30, 1976  
Annual Funding: \$13,263.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg,  
 Pennsylvania 17126  
Contract and/or Control No: No data

Summary of Project: The purpose of this project is to produce and disseminate research information dealing with vocational guidance and job placement in the public schools. Objectives will include: (1) conducting ministudies using previously collected Vocational Development Study (VDS) data to relate inschool student and program characteristics to out-of-school success and satisfaction criteria, (2) writing brief, easily read, nontechnical reports published monthly and mailed directly to vocational directors, counselors, and job placement coordinators, (3) inviting the recipients of these reports to visit with project staff to discuss the relevancy of the research for vocational guidance and job placement in their particular school, and (4) helping interested school personnel devise their own studies with available data which would enhance the vocational guidance process in their schools. Procedures will include the acquisition of the updated VDS tapes from the Department of Vocational Education at Penn State, the analysis of relevant data, the publication of monthly reports, and the meetings between school personnel and project staff.

VTP 2287

Title: Follow-Up of Hearing Impaired Graduates.

Principal Investigator: Gerald W. Powers

Recipient Institution: Bloomsburg State College, Bloomsburg, Pennsylvania 17815

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$28,080.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This study will attempt to followup employed and un-employed hearing impaired graduates in Pennsylvania from 1970-75. The main objective is to analyze patterns of work adjustment in order to identify the critical vocational problems facing the young deaf adult and determine their causes. Specifically, the objectives of the study are to: (1) describe the current vocational status of the employed hearing impaired in Pennsylvania from 1970-75 in terms of their vocational adjustment and job satisfaction, (2) describe the current vocational status of the unemployed hearing impaired in Pennsylvania from 1970-75, (3) develop a retrieval system for the collection of data, and (4) organize a consortium made up of staff from residential schools, intermediate units, teacher training institutions, and the Pennsylvania Department of Education to manage the data collection and analysis. The instruments used to collect the data will include: (1) high school graduate followup career survey, (2) graduate questionnaire, and (3) employer survey. Dialogue will be maintained with participating training agencies and the project staff, and all public and private agencies concerned with the vocational aspects of the hearing impaired will be appraised of project developments. Regional staff development programs, consultations with teachers of the deaf, and a final report will be employed to disseminate project results.

VTP 2288

Title: Health Occupations Advanced Standing and Articulation Pattern (Development and Planning).

Principal Investigator: Robert G. Lamping

Recipient Institution: Pittsburgh City Schools, Pittsburgh, Pennsylvania 15253

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$9,166.30

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This project will: (1) initiate a program of career mobility for the high school health assistant student that will permit qualification for advanced standing in the licensed practical nursing program, (2) establish a teacher coordinating committee comprised of faculty members from both secondary and postsecondary health occupations programs, and (3) strengthen the existing practical nursing program by implementation of a correlated curriculum based on level objectives. Procedures will be to: (1) obtain guidance, expertise, and information from already functioning articulation programs both in Pennsylvania and nationwide, (2) orient both the secondary and postsecondary faculty to the learning experience program, (3) present the developed articulation pattern to the Pennsylvania State Board of Nurse Examiners, and (4) upon approval, develop an implementation plan for the health assistant - practical nurse articulation pattern.

VTP 2289

Title: Home Health Management Aide.

Principal Investigator: Earl E. Young

Recipient Institution: Mifflinburg Area School District, Mifflinburg, Pennsylvania 17844

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$7,303.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This project seeks to interest both male and female students in preparing for health services occupations to meet the increasing demands of the labor market. Objectives will be to: (1) instruct students in the institutional and home care of the sick, (2) provide students with sources of knowledge, develop characteristics, and explore the opportunities of a health career, and (3) open new possibilities for employment and fill existing shortages. Procedures will include: (1) offering a home health course for the entire school year, (2) increasing the students' knowledge of home health through lectures, demonstrations, supervised practice, clinical practice, audiovisual aides, and procedure sheets, and (3) instruct the students in job skills essential to locating a job, interviewing, communication, and appearance.

VTP 2290

Title: Home Health Management Assistant.

Principal Investigator: Ray L. Taylor

Recipient Institution: Schuylkill County AVTS, 420 North Centre Street,  
Pottsville, Pennsylvania 17901

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$11,640.16

Supporting Agency: Pennsylvania State Department of Education, Harrisburg,  
Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This project seeks to field test the curriculums that have been developed to train Home Health Management Assistants. The objectives will be to: (1) determine if the program should be one year for seniors or a two-year program beginning in the junior year with the senior year spent in co-op placement under supervision, and (2) determine the time necessary to train students in competencies and whether, upon completion of the curriculums, the student has developed these competencies. Procedures will be to: (1) renovate, as necessary, available space to properly field test the curriculum and meet the requirements of the Department of Education, (2) obtain students selected and referred by local High School Guidance Counselors and hire certified instructors in Health Occupations and Home Economics to teach the course, and (3) follow the outline of the course provided by the Department of Education and publish a report of the program upon completion of the evaluation.

VTP 2291

Title: Implementation of the Cluster Concept into an AVTS Setting.

Principal Investigator: Stanley B. Cohen

Recipient Institution: School District of Philadelphia, Parkway at 21st  
Street, Philadelphia, Pennsylvania 19103

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$24,326.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg,  
Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This project is designed to supplement the existing program, Comprehensive Career Education Model K-14. The objectives will be to: (1) provide skill development in the areas of metals, graphic communications, and clerical, (2) provide a flexible curriculum to meet student needs, (3) reduce initial or retraining time of students, (4) implement the individualized instructional program in cluster areas, and (5) provide job placement services for senior cluster students. The project is intended to enhance the vocational education program by implementing a curriculum that can be used in all area vocational-technical schools in the Philadelphia area. Each component will work in concert and utilize the resources of specific programs and agencies in the vicinity of the metropolitan area which share related objectives and activities. Each component will also devise methods of disseminating the various outputs produced by these activities to other projects which could benefit from the information.

VTP 2292

Title: Job Placement.

Principal Investigator: Robert H. Kifer  
Recipient Institution: Greater Johnstown AVTS, 445 Schoolhouse Road,  
 Johnstown, Pennsylvania 15904  
Start - End Dates: July 1, 1975 to June 30, 1976  
Annual Funding: \$6,093.00  
Supporting Agency: Pennsylvania State Department of Education, Harrisburg,  
 Pennsylvania 17126  
Contract and/or Control No: No data

Summary of Project: The goal of this project is to place graduates into jobs related to the field for which they have been trained and help them develop adequate skills in obtaining positions. Objectives will include: (1) placement and followup services for all youth commensurate with their ability and interest, (2) preparation of activities directed toward exiting students to obtain and retain employment, and (3) maintain lines of communication with the Bureau of Employment Security and industry which will facilitate the successful entry of exiting students into the labor market. Procedures will be to: (1) contact local employers to inform them of the procedures, explain the various programs available in the schools, and assist in developing job openings for graduates, (2) survey business and industry outside the immediate area to determine where additional job openings exist, (3) instruct and counsel students to meet their career objectives, (4) gather feedback reports for possible modification of the curriculum and continue to revise and improve instructional material, literature, and forms, and (5) develop an employer file to insure sufficient opportunities for employment in the fields for which each student has trained.

VTP 2293

Title: Job Placement Center.

Principal Investigator: Melvin H. Samuels  
Recipient Institution: Allegheny Intermediate Unit #3, Two Allegheny Center,  
 Suite 1300, Pittsburgh, Pennsylvania 15212  
Start - End Dates: July 1, 1975 to June 30, 1976  
Annual Funding: \$29,317.30  
Supporting Agency: Pennsylvania State Department of Education, Harrisburg,  
 Pennsylvania 17126  
Contract and/or Control No: No data

Summary of Project: The Computer Assisted Placement Service Program, operated by the Vocational Education Mechanized Information System, will lend computer-assisted placement service to all Pennsylvania schools with occupational programs, to include the Job Placement Center. Objectives will be to: (1) provide job-placement assistance in the form of information and workshop to eligible students and graduates, (2) provide a listing of up-to-date information on the availability of current job opportunities, (3) maintain the educationally disadvantaged student within the school setting by providing an opportunity to secure a part-time job, (4) provide a closer working relationship between school counselors and government placement workers to help young people in securing employment, and (5) establish followup procedures for the student placed in full-time or part-time work. Students will be referred from the home school or vocational counselor to the Job Placement Center for career counseling and/or job placement. A workshop will instruct students in the completion of job applications and job resumes. Job interviews will be discussed and simulated by role-playing situations.



Upon completion of the workshop, students will be interviewed and informed of possible job openings. An Occupational Placement Specialist will serve as an intermediary between employer and student, making the initial contact about the interest of the student. The Bureau of Employment Security will be cooperative in providing supplemental services to the Job Placement Center.

VTP 2294

Title: Nursing and Auxiliary Nursing Articulation.

Principal Investigator: John W. Bacon

Recipient Institution: Butler County Community College, Butler, Pennsylvania 16001

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$40,103.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This project will continue studying the problems that exist between training institutions and levels of training and develop a model program in the field of nursing that will support a continuous progress philosophy. Objectives will include: (1) providing maximum learning opportunities for nursing personnel, (2) a model that will maximum the efforts of training institutions, (3) implementation of an articulation program for an orderly transition in education, (4) graduating various levels of nursing personnel to meet community health needs, and (5) providing continuing education as part of the total nursing curriculum. Butler County Community College, Indiana University of Pennsylvania, Lawrence County Area Vocational/Technical School, Butler Area Schools, Highlands Schools, Villa Maria College, and the University of Pittsburgh have expressed an interest in participating in an articulation study. The procedure for the study will require: (1) seminars and workshops for the faculty to assist in refining behavioral and competency level objectives, (2) task force representatives from the nursing market of northwestern Pennsylvania, (3) coordination and preparation of materials, (4) consultants' services in the identification of objectives, development of measurement instruments, and development of learning activity packages and modules, (5) preparation of final report, and (6) meeting with the State Board of Nursing to establish the required criteria for different levels of nursing.

VTP 2295

Title: Prevocational Education Resource Center.

Principal Investigator: William W. Murphy

Recipient Institution: Harrisburg City School District, Harrisburg, Pennsylvania 17105

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$12,569.40

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This project is designed to provide more effective placement preparation on the junior high level for vocational education or

work-study programs and to identify and develop aptitudes and skills related to vocational education and the world of work. The aptitudes upon which this project will focus are those identified in the Dictionary of Occupational Titles, and include: intelligence, verbal, numerical, spatial, form perception, clerical perception, motor coordination, finger dexterity, manual dexterity, eye-hand-foot coordination, and color discrimination. Approximately 125 students will participate. Areas of the resource room of the new Harrisburg Middle School will be designated for instruction in each aptitude. Four 60-minute class periods per week will be spent in the resource room with student options to attend extra sessions during free time. This instruction will lead to skill development within each area. A hierarchy of tasks will be established within each area leading from introduction to each skill to competency in those skill areas which any student may be able to master according to growth and development.

VTP 2296

Title: School-Based Job Placement Service Model: Phase IV (Continuation).

Principal Investigator: Robert E. Eckrote

Recipient Institution: Columbia-Montour Area Vocational-Technical School, R.D. #5, Bloomsburg, Pennsylvania 17815

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$6,966.96

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This program will provide for channels of communication among school personnel with employers, the state and local employment service, and community agencies to obtain occupational information which can be used to provide strategies and procedures for the job placement of all students exiting school. Objectives will include: (1) placement and followup services for all youth commensurate with their ability and interests, (2) preparation activities directed to all youth exiting school which will enable them to obtain and retain employment, and (3) establishment of communication lines with the Bureau of Employment Security and industry which will facilitate the successful entry of youth exiting school into the labor market. A job placement center has been established to accomplish the above objectives and includes the following components: (1) the overall educational program, (2) job openings being developed cooperatively by the educational system and the Bureau of Employment Security, (3) cooperation between the educational system and the Bureau of Employment Security in matching students with employment opportunities, (4) followup of students to assist them in work adjustment, and (5) feedback of information to provide input for improving the educational program.

VTP 2297

Title: A Study of Career Selection.

Principal Investigator: Phillip R. Phelps

Recipient Institution: Midwestern Intermediate Unit IV, Maple Street, Grove City, Pennsylvania 16127

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$ 28,420.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This project will involve 27 school districts in the Midwestern Intermediate Unit IV. The study will assess the effects of varying degrees of intervention in the career selection process of students. Specifically, the activities will attempt to determine the advisability of any or all of the following techniques to assist students in making career choices: (1) classroom learning experiences with students, (2) specific audiovisual programs, and (3) student interests as the sole criterion.

VTP 2298

Title: Symposium on Policy Issues in Education for New and Emerging Careers.

Principal Investigator: Thomas F. Powers

Recipient Institution: The Pennsylvania State University, University Park, Pennsylvania 16802

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$14,262.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: A Symposium is proposed to consider "policy issues in education for new and emerging careers." The Symposium will be centered around five basic topics: (1) agency: industry or school, (2) technological unemployment and occupational education, (3) planning curriculums for today and tomorrow, (4) certification, articulation, and caste, and (5) education beyond the economic level. Each issue will be discussed in a basic "position paper" and then viewed by reactors from three viewpoints: those of the interests of the student, the fields of employment affected by such educational programs and, finally, society as a whole.

VTP 2299

Title: Video-Tape Pilot Project for EMR and Regular Class Students on a Work-Experience Program.

Principal Investigator: William P. Caci

Recipient Institution: Hempfield School District, Landisville, Pennsylvania 17538

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$5,495.10

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This project is an extension of a pilot project which sought to make available to work experience students an accurate and immediate description of their performances through the use of video taping on the job. Educable Mentally Retarded and regular class work experience students will be video taped at their respective work stations performing their duties. The

tapes will be used by the work experience coordinator to help improve the performance of students' work and in the education of prevocational students. In addition, the tapes will be used with employers, prospective employers, and parents to illustrate the tangible results of the program. The abilities and limitations of students will be illustrated in a way that was not possible before the use of video tapes. Edited tapes will include the student's performance from beginning to end and will include interviews with the student and employer. Each tape will also serve as a teaching tool and illustration of local occupations and their requirements.

VTP 2300

Title: Vocational Education Curriculum Center for Pennsylvania (VECC).

Principal Investigator: Erma D. Keyes

Recipient Institution: Millersville State College, Millersville, Pennsylvania 17551

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$59,578.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: Millersville State College will continue the operation of the Vocational Education Curriculum Center. Curriculum Center activities will be conducted as a specific function of the Pennsylvania Vocational Education Information Network. Curriculum materials for vocational, adult, and career education will be identified, collected, stored, and disseminated. The staff will cooperate with personnel in the Bureau of Vocational Education and the Research Coordinating Unit to assure consistency with stated policies and procedures for management, development, and implementation of curriculum in Pennsylvania.

VTP 2301

Title: Vocational Education/Special Education Curriculum Integration Workshop for EMR Instructors.

Principal Investigator: C. Robert Zimmerman

Recipient Institution: Berks Vocational-Technical School Agricultural Center, Box 602, R.D. #1, Leesport, Pennsylvania 19533

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$8,516.00

Supporting Agency: Pennsylvania State Department of Education, Harrisburg, Pennsylvania 17126

Contract and/or Control No: No data

Summary of Project: This project is designed to provide special education instructors with an awareness of what is being taught within the five handicapped projects (SMILE PARK) at the Berks Vocational-Technical School, East Center, as well as providing them with hands-on information and curriculums that can be related to the handicapped students in their own classes. Twenty EMR special education instructors will be assigned to the Berks Vocational-Technical School for a two-week workshop. During the first week, each instructor will rotate through the five areas of SMILE PARK, namely;

prevocational industrial unit, prevocational home economics, prevocational horticulture, miniskill or single skill, and driver education simulator. During the second week, curriculum will be developed that will benefit both SMILE PARK and the EMR special education instructors within the classroom.

VTP 2302

Title: Development of a Data Base for Curriculum Development in Distribution and Marketing.

Principal Investigator: Billy N. Pope

Recipient Institution: EPD Consortium D, Post Office Box 1300, Richardson, Texas 75080

Start - End Dates: October 1, 1975 to September 30, 1976

Annual Funding: \$38,007.00

Supporting Agency: Texas Education Agency, Austin, Texas 78711

Contract and/or Control No: No data

Summary of Project: This project seeks to establish a data base for the systematic collection of information necessary for the development of a sequential curriculum in distribution and marketing for professional preparation of personnel in high school through bachelor degree including vocational teacher preparation. The objectives will be to: design and implement a data collection system, (2) identify occupation clusters in the field of distribution and marketing, and (3) identify the tasks in one cluster for the purposes of validation and establishing maturity level, educational achievement, and job experiences necessary for an individual to vertically move from one job to another. The procedures will include: (1) a review of the literature to establish clusters and researching within clusters for distribution and marketing, (2) analysis and compilation of previously completed occupational analysis and occupations not previously analyzed, (3) development of computer programs for the analysis and shortage of data, (4) selection of tasks to be validated and validation by using task inventory with incumbent workers and present tasks for the clusters that are related to the job hierarchy, and (5) preparation of a report of validated tasks with educational requirements, maturity levels, and experiences necessary to perform in job graded occupational series within one family selected by the Texas Education Agency.

VTP 2303

Title: Development of a Pre-Vocational Training Program for the Deaf-Blind.

Principal Investigator: Sean Finegan

Recipient Institution: Richmond State School, 2100 Preston Street, Richmond, Texas 77469

Start - End Dates: November 1, 1975 to June 30, 1976

Annual Funding: \$55,211.00

Supporting Agency: Texas Education Agency, Austin, Texas 78711

Contract and/or Control No: No data

Summary of Project: This project will serve deaf/blind individuals in a seven-county area of the Richmond State School who are presently not receiving prevocational services. Objectives will include: (1) definition of needs, (2) establishment of interagency collaboration, development, implementation, and evaluation, (3) staff training program, (4) prevocational curriculum, (5) parent training program, and (6) dissemination of results in the form of a



model. A series of activities, events, and evaluations will occur over a three-year period. The first year activities will offer prevocational services to deaf/blind clients, ages eight and above including programs for children, parents, and staff, and evaluation will be used to revise programming efforts.

VTP 2304

Title: Identification and Validation of Competencies for Teacher Education-Agriculture.

Principal Investigator: Don R. Herring

Recipient Institution: Texas A&M University, College Station, Texas 77843

Start - End Dates: October 1, 1975 to August 31, 1976

Annual Funding: \$18,652.00

Supporting Agency: Texas Education Agency, Austin, Texas 78711

Contract and/or Control No: No data

Summary of Project: This project will identify and validate competencies required for entry into the professional role of the teacher of vocational agriculture and initiate procedures for incorporating the validated competencies into teacher education programs. The objectives will be to: (1) identify the competencies required for entry into the professional role of the teacher of vocational agriculture exclusive of the technical competencies of scientific agriculture, (2) validate the competencies identified, and (3) initiate procedures for incorporating the validated competencies into the teacher education programs of the nine universities providing certification programs for vocational agriculture in Texas. An advisory committee will be utilized to plan strategies for two working conferences of teacher educators in Agricultural Education and to suggest references and consultants. The first working conference, to be held in January 1976, will identify the essential competencies for the beginning teacher of vocational agriculture. Consultants will be utilized to assist in designing the procedures for identification of competencies, assist in competency identification, and assist in the design of a validation study. Validation of the competencies will be accomplished via a mailed survey instrument using teachers of vocational agriculture in Texas serving as supervising teachers in the student teaching programs of the nine teacher education universities as the sample. The second working conference to be held in August 1976, will initiate procedures for incorporating the validated competencies into the teacher education programs of the nine universities. A core of competencies required by teachers of vocational agriculture will be identified and validated and a beginning made toward incorporating the competencies into the teacher education programs of the nine cooperating universities of Texas. The list of validated competencies will be distributed to all staff members of the agricultural education departments of the state, to Texas Education Agency personnel, and limited numbers to other states upon request.

VTP 2305

Title: Cooperation for Careers.

Principal Investigator: Don Hughes

Recipient Institution: Centralia College, Post Office Box 639, Centralia, Washington 98531

Start - End Dates: November 1975 to May 1976

Annual Funding: \$1,919.00

Supporting Agency: Office of State Superintendent of Public Instruction and State Board of Education, Olympia, Washington 98501

Contract and/or Control No: No data

Summary of Project: The goal of this project is to increase the number of high school students and nonenrolled adults using the career center at Centralia College from the current 25-50 to 200-150 per quarter. An outreach program consisting of a packet of written materials that will inform high school students and community adults of the career center is proposed. Included in this packet will be pamphlets, several one page fliers on various aspects of the center, bookmarkers outlining special services, and posters that will be distributed throughout the service area. These packets will be personally delivered by the college counseling staff to high school counselors and representatives of Employment Security, Public Assistance, Mental Health, and other agencies in contact with the public. Included in the visits will be an explanation and a slide/tape show describing the career center. Agencies will be encouraged to display the packets and make them available to interested persons.

VTP 2306

Title: Custodial In-Service Training.

Principal Investigator: Frank Edwards

Recipient Institution: Edmonds Community College, Lynnwood, Washington 98036

Start - End Dates: September 1975 to April 1976

Annual Funding: \$2,700.00

Supporting Agency: Office of State Superintendent of Public Instruction and State Board of Education, Olympia, Washington 98501

Contract and/or Control No: No data

Summary of Project: The Custodial In-Service Training Program will be a self-taught, self-paced modular program aimed specifically toward upgrading the skills of custodians and maintenance people presently working in the field. The services of a selected advisory committee made up of school custodial supervisors as well as supervisors of various housekeeping firms will be used to determine what is presently lacking in job expertise of those working under their supervision. The program will consist of 11 five-hour modules, one complete lesson sequence per week, in a form that can be self-paced and self-taught, similar to (but not the same as) a correspondence course. The modules will be in workbook form with a backup package consisting of: (1) job title, (2) lesson plan, (3) pretest, (4) information sheets, (5) assignment sheets, (6) operation sheets, (7) job sheets, and (8) posttest. It will also include experiments and research to be individualized and self-evaluated. After completing each module, the student will return it to the college and pick up the next module. The first module will be checked, evaluated and graded by an instructor. When the student returns for the following module, he will receive the results of evaluation number one. If at any time the student feels he is in need of assistance, he may schedule an appointment with an instructor. Normally, however, there would be no need for the student to interrupt his working schedule in order to obtain a complete, valuable upgrading learning experience.

VTP 2307

Title: Development of a Plan for Providing of Career Information for Handicapped Students.

Principal Investigator: Pearl H. Rose and Robert L. Metcalf

Recipient Institution: Fort Steilacoom Community College, Tacoma, Washington 98499

Start - End Dates: September 1975 to May 1976

Annual Funding: \$4,000.00

Supporting Agency: Office of State Superintendent of Public Instruction and State Board of Education, Olympia, Washington 98501

Contract and/or Control No: No data

Summary of Project: This project addresses itself to providing career information, job characteristics, and employment skills to the physically handicapped students at Fort Steilacoom Community College. A plan will be formulated, and an ERIC search of data requested and summarized as well as other sources of vocational information. Contacts will be made with the Department of Labor, Employment Security, and Vocational Rehabilitation. The Handicapped Advisory Committee to the college and local agencies concerned with human resources will be consulted and asked for input. A format will be developed with the Washington Occupational Information System and 25 occupational descriptions will be developed. Students, Career Counselor, Washington Occupational Information System, and the Department of Vocational Rehabilitation will be requested to evaluate the use of the data at the college. The occupational categories, job characteristics, and employment skills will be available to all handicapped students at the college and will also be available to students throughout the state if the data is placed on a computerized system by the Washington Occupational Information System. The research summary and report and the data concerning the 25 occupations will be made available to those schools that do not subscribe to the Washington Occupational Information System upon request to the Research Coordinating Unit or Fort Steilacoom Community College.

VTP 2308

Title: Evaluation of Computerized Guidance System.

Principal Investigator: Ben Yormark

Recipient Institution: Highline Public Schools, 15675 Ambaum Boulevard, South West, Seattle, Washington 98166

Start - End Dates: November 5, 1975 to May 31, 1976

Annual Funding: \$560.00

Supporting Agency: Office of State Superintendent of Public Instruction and State Board of Education, Olympia, Washington 98501

Contract and/or Control No: No data

Summary of Project: This project is designed to increase the significance of present test data in the Highline School District which currently does not distinguish the effect of covariance to a position where a covariance exists based on SFTAA scores on 200 senior high students who utilized the computer system during 1975.

VTP 2309

Title: Exploring Vocational Education in a Vocational-Technical Institute.

Principal Investigator: Arthur Wallin

Recipient Institution: Clover Park Vocational-Technical Institute, Lakewood Center, Washington 98499

Start - End Dates: September 1975 to May 1976

Annual Funding: \$16,790.00

Supporting Agency: Research Coordinating Unit, Washington State Commission of Vocational Education, Building 17 - Airdustrial Park, Olympia, Washington 98504

Contract and/or Control No: No data

Summary of Project: Ninety students from Clover Park and Lakes High Schools, 45 per trimester, on a flexible schedule, will search through five career clusters (involving 30 specific vocational training programs), at Clover Park Vocational-Technical Institute, during the 1975-76 school year to make comparisons of the required skills, knowledge, behavior factors, and working environment associated with a related group of careers in the cluster, and with guidance, narrow the field toward the vocation best suited to their needs, interests, and abilities.

VTP 2310

Title: Health Technician Aide Program.

Principal Investigator: H. Harlow Hayes

Recipient Institution: Whidbey Branch - Skagit Valley College, 1201 East Pioneer Way, Oak Harbor, Washington 98277

Start - End Dates: August 1975 to May 1976

Annual Funding: \$17,000.00

Supporting Agency: Office of State Superintendent of Public Instruction and State Board of Education, Olympia 98501

Contract and/or Control No: No data

Summary of Project: This project will investigate a method for providing vertical articulation among secondary, postsecondary, and community agencies for the health occupation cluster. The first phase of the program will be devoted to helping the student acquire the basic information necessary to all health occupations. They will be given an overview of the health occupation cluster and guidance in selecting an appropriate occupation for an indepth study. The second phase consists of an organized work experience where the student will learn and practice specific tasks in the occupation of his or her choice. Along with this work experience the student will receive special classroom instruction pertinent to their work experience. Since the program will be a cooperative community effort, there will be an Advisory Committee representative of the various groups and organizations involved. One of the main functions of the Advisory Committee will be a continuing evaluation of the program.

VTP 2311

Title: Nurses Talk to Nurses.

Principal Investigator: Judy Corbin

Recipient Institution: Skagit Valley College, Mount Vernon, Washington 98273

Start - End Dates: October 1975 to September 1976

Annual Funding: \$2,000.00

Supporting Agency: Office of State Superintendent of Public Instruction and State Board of Education, Olympia, Washington 98501

Contract and/or Control No: No data

Summary of Project: This project will provide: (1) improved cooperation between community and college agencies in preparation of continuing education materials, (2) sixteen hours of video tapes which are suitable for classroom, seminar, and independent learning, (3) development of skills of eight nurse practitioners which will assist them in further educational efforts, and (4) testing of the concept that nurse practitioners are effective instructors for nurses for certain specific techniques. A nursing seminar will be presented at Skagit Valley College, winter quarter, 1976 to a class of 20 R.N.'s or student nurses. Practicing nurses with expertise will be assisted by the coordinator in presenting material on eight areas of concern to nurses. These areas are as follows: utilizing patient histories, physical assessment of patient, care of the immobilized patient, positioning and transferring, working with geriatric patients, dealing with death and dying, dealing with psychiatric problems in a general hospital, and using laboratory data to determine nursing care.

VTP 2312

Title: Pre-Electronics Study Unit.

Principal Investigator: Fred Schuneman

Recipient Institution: Peninsula College, Port Angeles, Washington 98362

Start - End Dates: September 1975 to May 1976

Annual Funding: \$1,000.00

Supporting Agency: Office of State Superintendent of Public Instruction and State Board of Education, Olympia, Washington 98501

Contract and/or Control No: No data

Summary of Project: This program will develop study units in basic electronics which can be used by students with limited previous exposure to electronics terminology and electronics theory prior to enrollment in electronics programs at a community college. Self-study packets in basic electronics theory and terminology under the supervision of a tutor will be used to increase the probability of success in an electronics programs. Upon completion of the packets, they will be made available to potential students in electronics from Neah Bay, LaPush, and other remote areas of Clallam and Jefferson Counties.

VTP 2313

Title: Barriers to Enrollments in Post-Secondary VTAE Programs in Wisconsin.

Principal Investigator: Max Farning

Recipient Institution: Mid-State Technical Institute, Wisconsin Rapids, Wisconsin 54494

Start - End Dates: July 1975 to June 1976

Annual Funding: \$14,070.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data



Summary of Project: This project will attempt to discover the barriers which keep Wisconsin students from enrolling in postsecondary Vocational, Technical, and Adult Education (VTAE) programs. Activities will be in four phases. Phase I will delineate possible barriers by establishing an Ad Hoc committee, reviewing the literature, and consulting with VTAE Student Services personnel and students. Phase II will include delimiting the barriers and developing, field testing, and refining a questionnaire. Phase III will conduct a state-wide survey and personal interviews. Data will be analyzed in Phase IV.

VTP 2314

Title: Bureau for Career and Manpower Development Planning and Leadership Project.

Principal Investigator: Harold Halfin and Orville Nelson

Recipient Institution: University of Wisconsin-Stout, Menominee, Wisconsin

Start - End Dates: July 1975 to June 1976

Annual Funding: \$29,997

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: The purpose of this study is to assist the Bureau of Career and Manpower Development (BCMD) in developing a consistent and mutually agreed upon philosophy of vocational education, identify a valid mission for BCMD, and identify leadership roles for the staff which are consistent with the mission and philosophy. Objectives will be to: (1) clarify and expand the philosophy of vocational education for secondary education, (2) identify the mission and goals which are consistent with the philosophy, and (3) compile an implementation guide. Procedures will include: (1) review of guidelines, procedures, and data to identify needs, (2) conduct a survey to determine students' perception and state level assistance to implement and maintain the program, (3) utilize consultant comments to revise philosophy, mission, and goals, and (4) assemble the implementation guide and submit a final report.

VTP 2315

Title: Career Development - Industrial Education.

Principal Investigator: Robert A. Danielson

Recipient Institution: Clintonville Schools, Clintonville, Wisconsin 54929

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$8,927.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: This third year of a three-year program will continue to develop and expand a career education program at the junior high level. Eighth and ninth grade students will be provided with broad based experiences leading to the clusters concept at the senior high school level. The "World of Construction" will be implemented at the eighth grade level and the "World of Manufacturing" at the ninth. Staff will attend summer workshops prior to program implementation.

VTP 2316

Title: Career Information - Peer Counseling (S-T-S).

Principal Investigator: Robert Strifling

Recipient Institution: Gateway Technical Institute, Kenosha, Wisconsin 53140

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$ 7,807.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: The purpose of this project is to continue to develop and implement additional student services directed toward the minority and disadvantaged student with the objectives of improving recruitment effectiveness, increasing enrollment retention, and minimizing attrition in full-time programs. Objectives will be to: (1) provide an environment that eliminates finalized, artificial, office-type counseling centers, (2) involve a wide range of minority personnel in student services who can act as an upward or downward communications ladder between administrators, teachers, and students; act as school and community referral service experts; provide tour and high school speaking support; assist at new student orientation activities; provide a vehicle for student participation in service activities; and offer a learning experience which fits into the vocational-technical setting; and (3) provide economically, socially, and educationally disadvantaged students with a more appropriate counseling service on a peer basis. Activities will include: (1) program for training new student-to-student (S-T-S) peer counselors; (2) seminar for new Gateway students to identify themselves and their expectations, (3) promotion of student guides relating to managing time, students, studies, teachers and administrators, note taking, and exam preparation, (4) communication with high school counselors through S-T-S counselor visits to high schools, and (5) increase public awareness of activities aimed at students, teachers, and administrators.

VTP 2317

Title: Determining Effect of Lowering Reading Level of Technical Science I Materials on Student Achievements.

Principal Investigator: Marvin A. Schrader

Recipient Institution: Lakeshore Technical Institute, Cleveland, Wisconsin 54220

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$1,549.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: This project is designed to determine if modification of present materials to incorporate a lower reading level is feasible in solving the problem of noncompletion of the Technical Science I course. Objectives will include: (1) determination of the reading level range and average of the students entering the course, (2) modification of the present course materials in order to make available materials having the same content but a lower reading level, (3) determination of the level of achievement of students having varying reading level abilities, and (4) determination of the

effect of lowering the reading level of the course materials on the percentage of students completing the course. Procedures will include: (1) modification of present materials to the tenth-eleventh grade reading level, (2) administration of a diagnostic reading test to each student entering the course, (3) implementation of the Technical Science I course, (4) evaluation of student reading levels and the percentage of students in each category completing the course in 1975-76 with the percentage from 1974-75 to determine if a significant difference exists.

VTP 2318

Title: Development of Two Manuals for the Coordinating Teacher of Cooperative Business and Office Education Programs.

Principal Investigator: James E. LaBarre

Recipient Institution: University of Wisconsin, Eau Claire, Wisconsin 54701

Start - End Dates: July 1975 to June 1976

Annual Funding: \$8,786.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: It is the intent of this project to develop two manuals which may be used by coordinating teachers, local vocational education coordinators, and teacher-educators as a guide in the organization and operation of cooperative business and office education programs. The objectives of the project will be to: (1) develop a concise manual explaining cooperative business and office education program development, operation, and evaluation, (2) provide a comprehensive manual explaining procedures and forms utilized by successful cooperative business programs, and (3) provide manuals which would serve as preservice and inservice resources for business and office teacher-coordinators for the State of Wisconsin. The development of the two coordinating manuals will take place during a seminar/workshop. The seminar/workshop will be designed to provide selected experienced business and office education teacher-coordinators with an opportunity to discuss the procedures which are most effective in organizing, operating, and evaluating cooperative business and office education programs. The various steps to be followed in organizing and developing a cooperative business and office education program will be formulated, compiled, and documented, as well as the most effective procedures to follow in operating and evaluating a cooperative program.

VTP 2319

Title: An Employability Skills Program for Wisconsin's Secondary Schools.

Principal Investigator: Merle E. Strong and Robert H. Lambert

Recipient Institution: University of Wisconsin-Madison, Madison, Wisconsin 53706

Start - End Dates: July 1975 to June 1976

Annual Funding: \$27,978.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: The goal of this project is to adopt and produce an employability skills program for use in Wisconsin's secondary schools. The primary objectives will be to: (1) modify the employability skills program to meet the needs of the secondary institutions as determined by the secondary evaluating and testing committee, (2) add two additional modules accepted by the evaluation and testing committee, and (3) field test and modify the programs. Procedures will include: (1) the adoption of the existing materials, (2) repackage current modules to fit classroom use, and (3) modification of existing scripts and illustrations on the basis of the field test findings with the addition of two new modules developed exclusively for high school students.

VTP 2320

Title: Graduate Student Research Grants - Phase V.

Principal Investigator: Orville Nelson

Recipient Institution: University of Wisconsin-Stout, Menomonie, Wisconsin 54751

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$10,000.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: The problem of this study is twofold: (1) to determine if participation in an actual research project develops the attitudes and skills required to do research and use research findings when the graduate student becomes a teacher or administrator, and (2) ascertain if graduate student research projects produce results of value to the VTAE system. The objectives of this project will be to: (1) develop the skills required to design, manage, and carry out a small research project, (2) develop positive attitudes toward research on the part of the graduate students involved, (3) estimate the degree to which graduate students can generate research of value to the VTAE system, (4) identify the critical skills and support services required to design and complete a research project, and (5) determine the long-range impact of the graduate research experience. Graduate students will write research proposals focusing on problems relevant to the state VTAE system. Those approved will be completed by the students with the assistance of the graduate school advisors.

VTP 2321

Title: Greater Milwaukee Metropolitan Area Career Education Project Phase IV.

Principal Investigator: Richard G. Manske

Recipient Institution: Cooperative Educational Service Agency #19  
9722 Watertown Plank Road, Milwaukee, Wisconsin 53226

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$20,000.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: The need to be met by the Fourth Phase of this project will be the continued development of career education programs in the Milwaukee area education institutions K-Adult. Objectives will include: (1) development of K-Adult career education programs utilizing the local high school as an adult counseling center, (2) collection and dissemination of education activities in the Milwaukee area through the publication of a monthly newsletter, (3) cooperatively plan and conduct a continuing series of workshops, seminars, and conferences for teachers, counselors, administrators, and adult members of the public, especially women, (4) work with business, industry, labor and community organizations to foster career programs and provide resources, (5) foster cooperation between secondary and postsecondary schools, (6) plan and implement career education inservice programs on an individual or pod basis, and (7) promotion of career education programs for the handicapped. Activities will include: (1) publication of a monthly newsletter, (2) operation of a career information lending library, (3) three one-week career education workshops, (4) visit representatives of business, industry, labor, and community organizations and discuss their role in career education, (5) improve articulation and sponsorship between secondary and postsecondary schools through visitations and exchanges of information, (6) assistance in conducting inservice programs, and (7) sponsor career education workshops for school administrators, board members and representatives of business and industry.

VTP 2322

Title: Health Occupations Education Program.

Principal Investigator: Angela V. Cyr

Recipient Institution: Shawano High School, Shawano, Wisconsin 54166

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$8,465.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: This program will be designed to: (1) help students explore health careers, (2) prepare for entry-level employment in the health industry, (3) prepare students for entry into advanced education and/or training in health related fields, and (4) help students to become informed consumers of health services and resources. Activities will be in three phases. Phase I will consist of a semester-long course which will include inclass instruction and field trips. This course will be a prerequisite for Phase II, which will include either an independent study or personalized directed study course. Phase III will consist of a work/study course offered to seniors who will pursue job level and/or postsecondary level educational placement.

VTP 2323

Title: Implementation of Terminal Applications for Computer Assisted Instruction (CAI).

Principal Investigator: H.R. Whaley

Recipient Institution: Fox Valley Technical Institute, Appleton, Wisconsin 54911



Start - End Dates: July 1975 to June 1976

Annual Funding: \$50,000.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: Computer Assisted Instruction (CAI) is a means of teaching students, individually, the contents of a course or a series of courses through progressive units electronically manipulated. The objectives of the CAI project will be to: (1) develop and purchase CAI programs which can be used for alternate methods of instruction, (2) develop methods of instruction through CAI, (3) modify and add necessary peripheral terminals to existing computer installation, (4) train staff in the use of terminals for CAI, and (5) have a number of students complete a series of lessons in various disciplines using CAI. Project activities will be to: (1) identify staff for project participation, (2) obtain additional CAI programs in various disciplines from schools using CAI, (3) complete installation of terminals, (4) prepare materials on methods of instruction for CAI for distribution to faculty, (5) install terminals and other peripheral equipment for instruction in various locations, and (6) conduct training sessions for students and faculty on use of CAI.

VTP 2324

Title: An Investigation of Employment and Technical Trends in Electronic Servicing and the Effects of These Trends on Electronic Servicing Curricula.

Principal Investigator: William G. Welch

Recipient Institution: Western Wisconsin Technical Institute, La Crosse, Wisconsin 54601

Start - End Dates: July 1975 to June 1976

Annual Funding: \$4,050.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: The goals of this project are to evaluate the effectiveness of the existing programs in electronic servicing and to provide task and job data to help program personnel in vocational, technical, and adult education schools to adjust their programs to coincide with the trends of the electronic servicing industry. The study will be conducted by personal interviews of a diversified sampling of electronic servicing employers in the quad-state area of Illinois, Wisconsin, Iowa, and Minnesota. A common instrument will be used for the purpose of comparability of data. The program evaluation survey will provide information on present curriculum content, program length, placement and recruitment information, and instructor background. Program graduates will be surveyed to determine the job skills needed.

VTP 2325

Title: Job Placement.

Principal Investigator: Terry Seifert

Recipient Institution: Oshkosh Public Schools, Oshkosh, Wisconsin 54901

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$13,875.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126  
Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: This project is designed to reduce youth unemployment, establish placement and followup services, and increase employers' awareness of students as a potential source of labor. Procedures will include: (1) inservice to aid teachers in integrating job finding and holding skills into the curriculum, (2) increased materials on local employment opportunities, (3) community-school public relations program related to local opportunities, (4) a program for school dropouts, (5) onsite contact with former students and employers, (6) involvement in business-labor-industry organization, (7) field trips for employers to visit the schools, and (8) evaluative techniques to judge program success.

VTP 2326

Title: Job Skill Development for EMR's.

Principal Investigator: Joseph Myrick

Recipient Institution: Lakeshore Technical Institute, Cleveland, Wisconsin 54226

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$4,504.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126  
Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: The objectives of this project will be to: (1) provide vocational training to the educable mentally retarded (EMR) that will enable them to become occupationally competent at their educational and interest levels, (2) provide appropriate curriculum that will allow for job entry and student success, (3) coordinate the teaching of the special education instructor and the vocational instructor to properly integrate vocational skills and academic learning, and (4) articulate the efforts of the program to eliminate duplication between public schools and the Lakeshore Technical Institute (LTI). Fifty 16-21 year old EMR students from secondary and special education schools within the boundaries of LTI will be enrolled in the program. Instructional programs will be developed for the following job categories: welding operator, building service assistant, auto body assistant, stock clerk, nursing assistant, service station assistant, food service assistant, floral arranger, motel housekeeper, clerk-typist, key punch operator, machine operator, and draftsman-tracer. Guidance and counseling will be the responsibility of the public schools with LTI assistance where necessary. A special program of inservice training will be provided for all instructors of the EMR students.

VTP 2327

Title: Open Entry/Open Exit Study.

Principal Investigator: Russell Paulsen

Recipient Institution: North Central Technical Institute, Wausau, Wisconsin 54401

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$22,050.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: The overall objectives of this project will be to provide data to explain the past and present status of the OE/OE concept and to provide a foundation from which recommendations to the Wisconsin Vocational, Technical, and Adult Education (VTAE) System about OE/OE can be made. Specifically, the objectives will be to: (1) select a sample of OE/OE pilot programs within the four districts representing this consortium, in selected nonconsortium districts in Wisconsin, several programs in other parts of the nation, and DACUM project located in Nova Scotia, Canada, (2) assess student and staff interests and needs for OE/OE programs and determine their view of the feasibility of OE/OE education in the Wisconsin VTAE System, and (3) evaluate the pilot programs with respect to whether or not competencies for job entry performance levels have been identified, the appropriate procedures which are required to successfully institute an OE/OE program, and the effectiveness of OE/OE as contracted with traditional methods on a course by course basis. A research person will be hired for the project to investigate selected OE/OE courses and programs as described in the objectives. This individual will develop and locate instruments and procedures for assessing staff and student attitudes, evaluate the selected OE/OE courses and programs, and pursue a schedule for the evaluation of the selected pilot courses and programs.

VTP 2328

Title: Pre-Vocational and Career Information for ESL.

Principal Investigator: William J. Becker

Recipient Institution: Gateway Technical Institute, Kenosha, Wisconsin 53140

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$2,790.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: This project will develop instructional materials for English as a second language using as the content information related to vocational training programs and careers. Material will be developed at three levels, beginning, intermediate, and advanced. Each level will deal with programs which require relative ability to communicate in English. Some, food service and health occupations, for example, will be developed at all three levels with the information and job discussion at the appropriate level. The materials will be correlated to the various types of programs available in the district. Twenty-four units of material will be developed. Upon completion of the units, a workshop will be held to introduce the material to the staff and provide assistance in its utilization in the classroom.

VTP 2329

Title: Secondary Vocational Education Curriculum Resource Unit.

Principal Investigator: Roger Lambert

Recipient Institution: Center for Studies in Vocational and Technical Education, University of Wisconsin-Madison, Madison, Wisconsin 53706

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$25,959.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: The goals of this project are twofold: (1) to provide a centralized vocational materials resource unit which will be available to persons in Wisconsin seeking information in vocational and technical education, and (2) develop a system of dissemination at a reasonable cost for the users. Objectives will be to: (1) further develop the center, (2) collect, organize, and shelve materials currently available, (3) identify services and functions of the regional laboratory and develop an operational system of accessibility to regional materials for the users, (4) determine priority areas for the collection and development of materials related to each vocational area, and (5) develop catalogs and lists of available materials in each vocational area for distribution to the users. Materials will be identified and acquired. Only recent materials (5 years) will be acquired. These materials will be coded according to a system of Office of Education Codes and ERIC Group Identifiers. Contacts will be established and maintained with universities and agencies for the purpose of identifying materials, disseminating materials, and advice on coding and shelving. Bibliographies will be prepared and disseminated to users.

VTP 2330

Title: Special Collection for Hearing Impaired.

Principal Investigator: Kenneth Mills

Recipient Institution: Gateway Technical Institute, Kenosha, Wisconsin 53140

Start - End Dates: July 1, 1975 to June 30, 1976

Annual Funding: \$10,339.00

Supporting Agency: Wisconsin Board of Vocational, Technical and Adult Education, 137 East Wilson Street, Madison, Wisconsin 53703

Contract and/or Control No: No data

Summary of Project: To develop a collection of career information materials that will enhance the educational opportunities of the hearing impaired in the Gateway District in Wisconsin and will serve as a model to all Vocational, Technical, and Adult Education Districts in Wisconsin is the purpose of this project. The objectives will be to: (1) select materials of a broad scope to meet the student's needs in all occupational/subject fields, (2) make available media that gives the student an awareness of the job market within the district and adjacent community, and (3) intensify involvement with faculty in providing dialogue to hearing impaired students in the district. The following process will be utilized: (1) review of literature, (2) visit institutions to observe the variety of collections presently existing for the hearing impaired, (3) consult with state school librarians, state audio-visual personnel, and faculty concerning the types of materials useful to the hearing impaired student in trying to identify an occupation, and (4) involvement in courses, workshops, and seminars directed to improving communications with the hearing impaired.

VTP 2331

Title: State-wide Wisconsin Instant Information System Evaluation.

Principal Investigator: Merle E. Strong

Recipient Institution: University of Wisconsin-Madison, Madison, Wisconsin 53706

Start - End Dates: July 1975 to June 1976

Annual Funding: \$2,700.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: This project will provide for a statewide evaluation of the WISC program based upon the need to determine the effectiveness of the program in serving counselors, students, and teachers in providing accurate, up-to-date occupational information and training school opportunities available in Wisconsin for occupations not requiring a college degree for job entry. Evaluation will be based upon a random sample of small, medium, and large school users including counselors, students, and teachers. A final report reflecting the data from the evaluation with appropriate recommendations will be developed and made available to the Department of Public Instruction. This evaluation will be used as the basis for modifications or revisions in the WISC system. Activities will be as follows: (1) the Center for Studies in Vocational and Technical Education will obtain input from the WISC staff and will be responsible for developing an impartial, objective instrument for counselor, student, and teacher users in the selected schools, (2) the instrument will be administered and the Center will report the significant evaluation data, and (3) Center staff will review the results with the WISC staff and will prepare, with WISC staff assistance, a comprehensive written report of the evaluation making appropriate recommendations and summaries.

VTP 2332

Title: Strengthening Career Awareness Through Personal Peer Interaction.

Principal Investigator: William Temte

Recipient Institution: Western Wisconsin Technical Institute, La Crosse, Wisconsin 54601

Start - End Dates: July 1975 to June 1976

Annual Funding: \$7,650.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: This project will provide firsthand experiences for high school students to explore the training requirements of many of the sophisticated and highly technical careers offered at Western Wisconsin Technical Institute. Thirty to forty high school students will be paired up with a big brother and/or big sister, i.e., a student presently enrolled at Western Wisconsin Technical Institute who formerly attended the same school as the high school student. The program will provide indepth information, group counseling, and classroom visitation so that the high school student can make appropriate connections between a career choice and the associated training requirements.



VTP 2333

Title: Student Attrition in the Wisconsin VTAE System - Phase I.Principal Investigator: Gerald D. PrindivilleRecipient Institution: Northeast Wisconsin Technical Institute, Green Bay, Wisconsin 54303Start - End Dates: July 1, 1975 to June 30, 1976Annual Funding: \$21,900.00Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702Contract and/or Control No: No data

Summary of Project: The purpose of this project is develop, test, and implement a research design for the study of student attrition in the Wisconsin VTAE System. Objectives will be to: (1) identify the extent of student attrition by categories such as job-outs, transfers, failures, or socioeconomic withdrawal, (2) identify background characteristics, ability factors, and self-concepts which predict student attrition, and (3) analyze the background characteristics, ability factors, and self-concepts to determine the effect on student attrition. Activities will include: (1) selection of independent variables which might predict the various forms of the dependent variable - student attrition, (2) determination of data collection methods, (3) determination and development of data analysis methodologies, and (4) development of report formats for the presentation of the data.

VTP 2334

Title: VTAE Field Service Evaluation Model and Procedures.Principal Investigator: Orville NelsonRecipient Institution: University of Wisconsin-Stout, Menomonie, Wisconsin 54751Start - End Dates: July 1, 1975 to June 30, 1976Annual Funding: \$14,792.00Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702Contract and/or Control No: No data

Summary of Project: The purpose of this project is to design and validate an evaluation system which includes self-evaluation and visitation evaluation so that better decisions may be made related to program effectiveness, program organization, and management of the VTAE Field Services. Objectives will be to: (1) develop a model for evaluating field services programs, courses, and special offerings, (2) develop procedures to conduct self-evaluation and visitation evaluation, (3) design forms for the collection of information, (4) construct an ongoing evaluation system to be utilized in the day-to-day management of field services programs, and (5) determine the validity and utility of the evaluation system. Procedures will be to: (1) identify the advisory committee, (2) acquire and review literature guides on program evaluation and self-study procedures, (3) develop and refine evaluation model and related procedures, (4) identify potential pilot schools, (5) develop and validate instrumentation for the evaluation process, (6) conduct evaluation, and (7) revise evaluation model, procedures, and instruments and print and disseminate evaluation system.

VTP 2335

Title: Year-Round Education.

Principal Investigator: Stanley J. Spanbauer

Recipient Institution: Fox Valley Technical Institute, Appleton, Wisconsin 54911

Start - End Dates: July 1975 to June 1976

Annual Funding: \$13,599.00

Supporting Agency: Wisconsin State Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702

Contract and/or Control No: No data

Summary of Project: This project is designed to provide year-round educational services in vocational-technical education. The following programs are being developed or implemented: diesel mechanics, restaurant and hotel cookery, printing and publishing, mechanical design, auto mechanics, account clerk, secretarial science, machine trades, fire science, auto body mechanics, food service preparation, stenographic, industrial drafting, accounting, clerk-typist, conservation technology, and welding-metal fabrication. Each of these programs are at various stages of development and implementation. Some have been in operation during the 1973-74 and 1974-75 school years and are currently being evaluated. Others will begin operation during the next school year and will gradually convert to a year-round plan following the sequential model which has been developed. A number of activities have been conducted during Phases I and II of this project. This phase of the project, Phase III, is the final phase of developing, implementing, and evaluating a flexible, year-round program of vocational-technical education. It includes a continuation of the development and implementation of other programs, but its main objectives are the continued development of an evaluation design and the establishment of a management system which contribute to the effectiveness of the year-round programs.

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